

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: OCCUPATIONAL THERAPIST

Classification:	Classified	Work Year:	185 Days
Department:	Educational Services	Board Approval:	06/19/14
Reports To:	Director of Special Education		
Salary Range:	Classified Salary Schedule, Range OT		

BASIC FUNCTION:

Provides training, and consultation to staff and parents and/or direct services to assist students with conditions which are mentally, physically, developmentally, or emotionally disabling to benefit from their basic educational program.

REPRESENTATIVE DUTIES:

- Responds to request for service and screens individuals to determine need for referral and intervention.
- Gathers and interprets data to evaluate student needs as a basis for treatment planning.
- Interprets evaluation findings to parents and the IEP and instructional teams.
- Develops intervention plans including measurable goals and objectives with strategies for meeting them.
- Coordinates intervention plan with parents and other members of the instructional team.
- Implements plan directly or through training and supervision parents, instructional personnel and/or certified occupational therapy assistant.
- Monitors student response to intervention and modifies strategies as indicated to attain goals.
- Identifies and evaluates adaptive equipment to assist students in self-care and academic activities.
- Provides training, direction and supervision for ancillary staff as assigned.
- Develops appropriate home or community programming to maintain and enhance the performance of students in their natural environments.
- Recommends termination of service when benefit has been achieved.
- Documents evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion.
- Collaborates with peers in developing recommendations for protocol and procedures.
- Assists in developing transition plans for students moving to other environments.
- Works cooperatively with other personnel from the district or other agencies providing services to the student or family.
- Participates in professional growth activities in special education and in pediatric occupational therapy.
- Adheres to policies and procedures of the Dry Creek Joint Elementary School District and SELPA.
- Other related duties as assigned.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree or higher from an accredited college or university with a major in occupational therapy.
- Two years experience in occupational therapy with a primary focus on pediatric clients.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid certificate of registration issued by the National Board for Certification in Occupational Therapy (NBCOT)
- Possession of a valid California driver's license.
- Access to reliable transportation to and between assigned school sites during the school day.
- Ability to secure certification of freedom from active tuberculosis.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child growth and development;
- Common disabling conditions of children;
- Theory and practice of occupational therapy as applied to infants, children and youth;
- Strategies and methodologies for educational settings;
- Special education law relative to occupational therapy services.

ABILITY TO:

- Administer appropriate assessments;
- Interpret history and assessment data;
- Design and implement appropriate intervention strategies;
- Communicate clearly and concisely both verbally and in writing;
- Work effectively with parents, community and education colleagues;
- Function as a positive, contributing member of an educational team;
- Develop a schedule and manage time effectively.

WORKING CONDITIONS:

ENVIRONMENT:

- Working with students in various school settings, within the classroom and out of the classroom;
- May be assigned to duties in locations beyond the school site such as a student's home.

PHYSICAL ABILITIES:

- Mental acuity to: assist in the management of these programs, interpret and implement rules relating to these programs, evaluate results and make determinations relative to the effective performance of the tasks;
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time;
- Facility to see and read, with or without vision aids, laws and codes, rules, policies and other printed matter and computer screens and print-outs;
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone;
- Manual dexterity to dial a telephone and enter data into a computer;
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings;
- Facility to drive a car;
- Facility to determine and differentiate colors;
- Ability to perform special handling of physically disabled children or youth; some positions may require strength and dexterity for physically restraining children and youth; and physical agility to lift and move up to 50 pounds.