JOB DESCRIPTION

JOB TITLE: Occupational Therapist

JOB FAMILY: Student Support Services

Job Summary:

Under the supervision of the Executive Director of Special Education, the Occupational Therapist (OT) will lead the process in development, implementation, and coordination of the OT program. Screening, evaluation, educational program/transition planning, therapeutic intervention, and exit planning is provided for students identified with or suspected of having disabilities that interfere with their ability to perform daily life activities or participate in necessary/desired occupations. Professional judgment/clinical knowledge are used to develop individualized programming based on occupational performance deficits in the areas of personal care, student role, interaction skills, process skills, play, community integration/work, and graphic communication. OTs regularly collaborate with other disciplines/ services at departmental/system levels. Clinical reasoning and professional judgment are essential to ensuring the safety of students and protecting liability of the school system and the therapist. Direct supervision may be exercised over support personnel, such as Certified Occupational Therapy Assistants (COTAs).

Minimum Required Qualifications:

1. License: Initial certification by the National Board for Certification of Occupational Therapy;
   Current license by the Board of Occupational Therapy; Valid CA Drivers License and evidence of insurability; Department of Justice fingerprint clearance; and negative pre-employment drug screen test/negative TB results
2. Education: Bachelor's degree required; Master's degree required
3. Experience: Successfully graduated from an accredited occupational therapy professional program
   recognized by NBCOT and have completed all fieldwork requirements; At least two (2) years of full-time occupational therapist experience in a school system or other pediatric practice setting desired
4. Ability to: Ensure accurate assessments of developmental status and educational needs of children;
   Work collaboratively with a team of others; Work independently with limited supervision;
   Oversee and coordinate the work of others; Utilize correct English usage, grammar, spelling,
   punctuation, and vocabulary; Utilize exemplary oral and written communication skills; Provide outstanding public relations techniques
5. Knowledge of: Human development throughout the life span and integrates with student's unique
   developmental status (intellectual, sensory, and physical) ; Influence of disabilities, socio- cultural and socio-economic factors on student's ability to participate in occupations; OT theories, models of practice, principles, and evidence-based practice to guide intervention decisions; Techniques used in the assessment

& treatment of disabilities; Child guidance principles/practices related to children with special needs; Variety of current treatment approaches appropriate to meet the students needs, instructional goals, and classroom support; Comprehensive knowledge of Federal, state, local legislation, regulations, policies and procedures that mandate and guide OT practice in schools

Duties & Responsibilities:

The Occupational Therapist provides school site and District-wide duties in the following areas:

- Collaborates with other disciplines to ensure team understanding of student occupational performance strengths and needs, through evaluation, educational program planning, and service delivery;
- Evaluates the students' abilities and formulates the students' occupational profiles through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews;
- Synthesizes evaluation results into a comprehensive written report reflecting strengths and barriers to student participation in the educational environment; Directs program development; Guides evidence-based intervention; and Articulates these interventions to staff and families in a comprehensive manner;
- Develops occupationally-based intervention plans based on student needs and evaluation results; Develops assessment reports describing motor development of children; Consults with staff and families on the appropriate implementation of these educational programs/interventions related to the development of motor skills;
- Recommends appropriate materials designed to facilitate student development; Provides on-site interpretation and summaries of assessment results to families; Participates in the Individualized Education Plan (IEP) meeting to develop/update annual goals and objectives;
- Demonstrates educational/developmental strategies/activities to students, staff, and families; Suggests appropriate activities to accomplish motor goals set in the IEP;
- Participates in multi-disciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans/interventions to achieve IEP goals;
- Provides targeted, evidence-based therapeutic intervention to facilitate student participation and occupational performance within the school environment;
- Adapts and modifies the environment including assistive technology and training instructional staff to meet individual needs and to help students function as independently as possible;
- Educates students, educational personnel, and families to facilitate skills in areas of occupation as well as health maintenance and safety; Assures these health and safety practices and procedures;
- Monitors and reassesses the effects of occupational therapy intervention and the need to continue, modify, or discontinue interventions; Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate;
- Provides staff development for staff in the area of specialty and/or intervention; Teaches, monitors, and collaborates with educational personnel, community agencies, parents, and students;

- Utilizes technology to maximize job performance, as well as manage inventory of therapeutic equipment and assessments, as well as project needs for budgeting;
- Maintains clinical/administrative records in accordance with professional standards, state guidelines, and school system policy while using professional literature, evidence-based research, and continuing education to make decisions;
- Provides legal and ethical supervision of a Certified Occupational Therapy Assistant (COTA) assuming responsibility for the students;
- Adheres to federal and state legislation, regulation, and policies;
- Maintains and carries out adopted policies of the Governing Board and district administration;
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction;
- Works collaboratively with the Superintendent, Governing Board, Cabinet, District Office staff members, principals, faculty, staff and parents utilizing courtesy, tact, and diplomacy; Establishes and maintains effective and cooperative working relationships with those contacted in performance of duties;
- Maintains the confidentiality of information used in personnel issues and/or District functions;
- Establishes a communication network with other District/County-wide Occupational Therapists; Demonstrates a high visibility throughout the site and District, as well as strong, collaborative interpersonal skills (E);
- Attends and participates in a variety of staff development and meetings; Participates in/or coordinates professional growth activities;
- Effectively communicates through use of the telephone and email;
- Prioritizes and manages multiple tasks independently;
- Performs other related duties as assigned.

Working Conditions:

1. Environment:
    a. Indoor and outdoor school site environment
    b. Demanding timelines/subject to frequent interruptions and daily contact with staff
    c. Site/District Office training rooms and Site conference/classrooms
2. Physical Abilities:
    a. Position requires lifting, moving, carrying, re-positioning students (up to adult size) in providing occupational therapy services
    b. Sitting and/or standing for extended periods
    c. Bending at the waist and stooping
    d. Dexterity of hands and fingers to operate standard office equipment as well as therapeutic equipment
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Reaching overhead, above shoulders, and horizontally, as well as below the waist
    g. Visual ability to read, prepare/process documents and small figures

   h. Mobility to travel to various school sites, conference and workshops required
3. Hazards
   a. Extended viewing of computer monitor
   b. Working with and around office equipment having moving parts
   c. Potential for contact with blood-borne pathogens and communicable diseases
   d. Exposure contact with blood or body fluids
   e. Potential physical confrontations
   f. Exposure to chemicals used for cleaning

Salary/Work Year:
Commensurate to Lake Elsinore Unified School District Occupational Therapist Salary Schedule/205 days: FLSA Exempt

Supervision:
Special Education Director/Designee