

Job Description

Position:

Occupational Therapist

General Description:

The occupational therapist facilitates the assessment request process for OT services with regular, special education, and early intervention staff. Completes the educationally related or early intervention OT assessment, which includes student observation, record review, interviews, and standardized/non-standardized testing procedures in areas of suspected disability according to specified timelines. School therapists assist special educators in developing program intervention and providing designated instructional services for students to ensure that educational programs appropriately address all areas of suspected disability. Occupational therapists use their areas of expertise and unique perspectives to offer a range of services and interventions appropriate to the curriculum, environment and abilities of infants, toddlers, school-aged children and young adults with special needs. The occupational therapist assists teachers in the identification of orthopedic deficits and their relationship to academic deficits.

Job Goal:

To offer a range of services and interventions for students with physical, cognitive, psychosocial and sensory components in the school setting.

Duties and Responsibilities:

- Assess and write reports on pupils referred and to screen appropriately with regard to level of functioning and relative strengths and weaknesses through:
 1. Various individual tests.
 2. Classroom or on-campus observations.
- Conferring with the classroom teachers as requested concerning any educational needs of the students receiving occupational therapy.
- Serve as an integral part of the Student Study Team meetings and Individual Education Plan (I.E.P.) meetings as appropriate.
- Design and develop remediation goals and recommend placement.
- Communicate with parents, interpreting test findings, therapy placement and progression
- Make recommendations for parental assistance to the pupil.
- Consult and communicate with other agencies, public and private, providing services to the pupil so that efforts may be coordinated.
- Training and supervision of staff.



- Continue professional growth through educational meetings, visiting related facilities, reading professional literature, and exchanging ideas with district staff.
- Provide direct occupational therapy services for district students.
- Prepare Medi-Cal billing information and Medi-Cal Administrative Activities (MAA) time surveys.

Required Skills:

Ability to:

- Work effectively with small groups.
- Develop appropriate therapy intervention plans that support the I.E.P., IFSP, or 504 goals and objectives/outcomes.
- Prepare clear and concise reports
- Maintain detailed and accurate records, operate a computer and computer software

Knowledge of:

- Areas of postural stability, sensory processing, motor planning, fine motor control, activities of daily living, environmental, adaptations/assistive devices, social play/organization of behavior.
- Lifts and transfers of students

Basic Qualifications:

- Masters Degree in Occupational Therapy
- National Board Certification in Occupational Therapy
- Prior OT experience preferred
- California OT license

Physical Requirements:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Ability to:

- See for purposes of reading policies and printed material.
- Understand speech at normal levels in person, on the telephone, or on other district communication devices.
- Communicate so others will be able to understand a normal conversation in person or on the telephone.
- Operate necessary office equipment including computers and computer software with dexterity.
- Lift/carry supplies, materials and equipment weighing up to 50 pounds.
- Demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

Working Conditions:

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

Hours: 8 hours daily

Days:

190 working days per year

Salary:

As set forth in the Occupational Therapist Salary Schedule

Evaluation:

Director of Student Services

