



# CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355

Phone: (661) 257-4500 • Fax: (661) 257-5737

## CONFIDENTIAL EMPLOYMENT OPPORTUNITY

### OCCUPATIONAL THERAPIST

**Salary: Range 37, Initial New Hire Placement Step 1 – 3, \$8,178 - \$9,189 monthly**

**OPENING DATE: September 13, 2023**

**CLOSING DATE: September 27, 2023**

**Please Apply on Edjoin**

#### **CLASS DEFINITION:** Confidential Management

Under the supervision of the Director of Student Support Services, to provide a program of occupational therapy in the Castaic Union School District; to complete assessments of individual students needs for therapy; to collaborate with district personnel and parents regarding therapeutic activities; and to do related work as required.

#### **EXAMPLE OF DUTIES:**

- Processes referrals and prepares assessment reports for occupational therapy within mandated timelines
- Assesses students abilities and performance in activities that are meaningful, related to curriculum & applicable to activities of daily living to determine educational need for therapy
- Develops, coordinates and implements individual occupational therapy intervention plans and supports the IEP goals and objectives
- Maintains a safe and orderly treatment area
- Collaborates with teachers and parents regarding plans for occupational therapy services including classroom modifications and home programs
- Recommends, designs, creates and assists in the procurement of equipment necessary for the students to meet their IEP goals
- Documents findings, actions taken, recommendations made regarding areas of service and maintains records as required by law
- Reevaluates students occupational therapy program in relationship to the goals yearly prior to the IEP and attend IEP meetings
- Trains and supervises technical staff as directed
- Provides inservice technical assistance to parents and District personnel as needed
- Acts as liason between contract service agencies/providers and school district
- Develops individual occupational therapy intervention plans
- Other related duties as required
- Supervise, train, monitor and evaluate work of assigned occupational therapist assistants

#### **QUALIFICATIONS:**

##### **Knowledge of:**

- District administrative policies, organization, and operation

- State and Federal laws and regulations governing the special education department
- Fundamental principals and accepted trends in the field of school occupational therapy
- Typical disabilities; developmental levels, and characteristics of students with special needs in the elementary schools
- Occupational therapy techniques commonly used in the educational system
- Correct English usage, grammar, spelling, punctuation and vocabulary

**Ability to:**

- Plan, organize and conduct an occupational therapy program for physically, cognitively and/or emotionally involved children with consideration of I.D.E.A., N.C.L.B., Occupational Therapist Practicing Act and Section 504
- Physical ability sufficient to perform the essential functions of this position
- Work independently
- Use a variety of current methods, techniques, and practices in occupational therapy
- Communicate effectively with elementary special needs
- Understand the physical, intellectual, social and emotional growth patterns of students
- Establish and maintain effective working relationships with those contacted in the course of work

**Training and Experience:**

- Bachelors Degree from an accredited college or university in Occupational Therapy, accredited by the Council for Occupational Therapy Education
- Previous employment as an Occupational Therapist with children in a school based setting is desired or the combination of training and experience that provides the desired knowledge and abilities is required

**Licenses:**

- Certification with the National Board for Certification in Occupational Therapy (NBCOT)
- Certification of clinical competence as a Registered Occupational Therapist (California Board of Occupational Therapy)
- Professional license when required
- Valid California driver's license and availability of private transportation
- Possession of valid first aid and CPR certificates

**ESSENTIAL JOB FUNCTIONS:**

- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, walk and jump
- Able to sit for sustained periods of time
- Able to kneel or squat for extended periods of time
- Able to climb slopes, stairs, steps, ramps, and ladders
- Able to sustain strenuous manual labor for 8 hours
- Ability to exhibit full range of motion for:
  - Shoulder external rotation and internal rotation
  - Should abduction and adduction
  - Elbow flexion and extension
  - Shoulder extension and flexion
  - Back lateral flexion
  - Hip flexion and extension
  - Knee flexion
- Able to demonstrate manual dexterity necessary to assist students with physical needs
- Able to maintain confidentiality in accordance with federal regulations
- Able to carry 80 lbs.

- l. Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- m. Able to lift 80 lbs.

*In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Bob Brauneisen, Superintendent, Castaic Union School District.*