OCCUPATIONAL THERAPIST

Job Summary
Under the supervision of NCSOS Special Education Services Principal, the Occupational Therapist serves as a member of the multi-disciplinary team in providing assessment; consultation services/direct treatment services for pupils with disabling conditions from birth through age 22. The Occupational Therapist provides assessment, planning, goal development, and appropriate intervention services to assist students in acquiring functional performance skills and to help students function independently. Will provide supervision for the development, assessment, and implementation of sensory and motor-specific programs. Coordinates services and evaluations with other staff. Recommends and commits district funds to ensure that program requirements are met in respect to occupational therapy needs. Performs other job-related duties as required by supervisor. This is an itinerant position.

Directly Responsible to: Special Education Principal

Supervisory Responsibilities: None; however, may lead, train or participate in team assignments.

Essential Functions and Responsibilities: The list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. Not all functions may be performed by incumbent.

1. Provide occupational therapy to students from ages 0-22 years old.
2. Respond to questions and inquiries both basic and technical related to assigned areas.
3. Maintain a safe and orderly treatment area.
4. Conduct assessments for students to determine the need for occupational therapy.
5. Participate in multidisciplinary team assessments and reporting.
6. Attend Individualized Education Program (IEP) team meetings as necessary to review assessment data, consult on occupational therapy plans, and develop goals and objectives.
7. Review reports from health care providers requesting occupational therapy and coordinate occupational therapy services with students’ health care providers.
8. Act as a resource to school personnel in interpreting occupational therapy services.
9. Plan and develop therapeutic intervention goals that are educationally relevant and will be used in students’ educational programs.
10. Establish a system of documentation that is professional, efficient, and accountable; and that conforms to state and individual agency policies.
11. Communicate results of evaluations and reports of occupational therapy services to the educational staff, parents, students, and other professionals and/or agencies concerned with the students.
12. Re-evaluate students’ individual occupational therapy plans on a regular basis.
13. Develops goals and objectives as part of the child's IEP and provides direct therapy and/or consultation in order to meet these goals.
14. Orders specialized equipment for student use as appropriate.
15. Makes adaptations for equipment and instructional/communication materials, as appropriate.
16. Serves as liaison with medical community and other service providers.
17. Develop appropriate home and community programming to maintain and enhance the performance of students in their natural environments.
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18. Recommends termination of service when benefit has been achieved.
19. Documents evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion.
20. Collaborate with peers in developing recommendations for protocol and procedures.
21. Assist in developing transition plans for students moving to other environments.
22. Perform related duties as required.

Desirable Qualifications
Knowledge of:
- Educational and developmental needs of young children with specific disabilities, applicable treatment modalities and theory for the pediatric populations, assessment tools, treatment approaches and adaptive equipment.
- Strategies and tools used in the implementation of occupational therapy plans.
- Child growth and development.
- First Aid and CPR.
- California laws, codes and regulations relative to occupational therapy services
- Technology and computer software applications relative to instruction, administration, and education.
- Effective student management techniques.

Ability to:
- Administer and interpret occupational therapy assessment procedures, develop appropriate student goals and objectives.
- Establish and meet deadlines, exercise sound judgment, work accurately, independently and confidentially.
- Use tact, patience and courtesy in interpersonal relationships, exercise good judgment and communicate effectively both orally and in writing.
- Effectively communicate occupational therapy treatment techniques and goals to teachers, parents and other program staff.
- Read, write and proofread written documents.
- Prepare and disseminate written reports (including assessment),
- Establish and maintain effective working relationships.
- Maintain confidentiality of sensitive and privileged information.
- Maintain professional behavior and appearance with all student related contacts.
- Understand and work within scope of authority and defined guidelines.
- Observe health and safety regulations. Administer First Aid and CPR.
- Supervise students and adapt to individual needs of students.
- Implement occupational therapy plans; utilizing various assessment instruments.
- Understand and follow verbal and written instructions and directions, and give directions clearly.
- Plan, organize, coordinate, prioritize and handle multiple tasks simultaneously.
- Use a wide variety of office and instructional equipment including but not limited to: computer and assigned software, copiers, faxes, calculators and telephones.
- Understand and maintain confidentiality and make decisions within the framework of established guidelines.
- Work independently or in a team environment with little supervision.
- Drive to conduct work at a variety of locations.
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Working Conditions
Environment:
- Indoor work environment
- Driving a vehicle to conduct work

Physical Demands:
- Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties and to make determinations relative to the effective performance of the tasks.
- Facility and stamina to sit and stand for extended periods of time.
- Facility to see and read printed materials, with or without vision aids.
- Facility to hear and understand speech on the telephone, and at normal room levels.
- Facility to speak in audible tones so that others may understand clearly in normal conversation in person and on the telephone.
- Manual dexterity to operate a telephone, computer, copier, calculator and other commonly used office equipment.
- Physical strength and agility to push, pull and lift any object weighing up to 50 pounds and carry any object weighing up to 20 pounds.
- Facility to drive a vehicle.

Education and Experience
Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:
- Master’s Degree in Occupational Therapy desirable.
- Experience providing general occupational therapy services.
- Experience in the administration and interpretation of occupational therapy assessment procedures, development of appropriate student goals and objectives.
- Experience working in a California school district, SELPA Office or County Office of Education.
- Experience or certification in Sensory Integration methods.

LICENSE OR CERTIFICATION REQUIRED:
- Valid California Board of Occupational Therapy License.
- Valid registration with the National Board of Certification in Occupational Therapy.
- CPR and First Aid certification (or ability to obtain).
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OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.
Must provide proof of eligibility to work in the United States
Must possess a valid California Driver’s License
Must provide proof of automobile insurance coverage
Fingerprint and Background clearance
Valid Tuberculosis (TB) clearance
Valid COVID-19 vaccination record (if required for position)

FLSA Status: Non-exempt
Employee Group: Classified (non-union). Special Education Services

For Office Use Only:
At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have read, understand and received a copy of this job description.

________________________________________  __________________
Employee Signature                           Date

Revised: April 2017, June 2022