

VACAVILLE UNIFIED SCHOOL DISTRICT

**SUBJECT: Occupational Therapist
Job Description**

CLASSIFICATION: Classified Management

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the general direction of the Director of Special Education or designee, provides assessment, consultation and/or treatment of children with disabilities who qualify for occupational therapy services. Employees in this classification receive limited supervision within a broad framework of overall objectives. The employee in this classification trains, monitors, supervises, and evaluates staff members in the operational unit. Responsibilities consist of complex professional duties at a senior level of job performance.

ESSENTIAL JOB FUNCTIONS

Processes referrals for students.
Provides direct occupational therapy to students.
Completes initial educationally-related perceptual/sensory/motor assessments.
Provides clinical supervision of Certified Occupational Therapy Assistants.
Develops treatment plans and goals, with appropriate referrals to other agencies when necessary.
Participates in the development of procedures, reporting forms, and records to manage the program.
Prepares written reports.
Attends initial IEP to review assessments, and attends other IEP meetings as appropriate.
Provides in-services, training, and consultation to special education staff and parents as needed.
Maintains a positive, open communication with staff, schools, parents, and agencies.
Reviews occupational therapy/physical therapy progress reports.
Consults with non-public agencies in related areas.
Attends appropriate in-service/staff development meetings.
Performs other duties as assigned.

EMPLOYMENT STANDARDS

Requires possession of:

Valid California driver's license.

Requires knowledge:

To provide occupational therapy assessments.

Requires ability to:

Follow guidelines of determination and provisions of educationally necessary occupational therapies.
Understand, interpret, and provide educationally necessary therapies.
Establish and maintain effective work relationships with County Office personnel, school district personnel, and outside agencies.
Communicate effectively, tactfully, and persuasively, both orally and in writing.

EXPERIENCE AND EDUCATION

Experience:

Working with children as an Occupational Therapist, with experience working in a public education setting preferred.

Education:

Graduation from an accredited program in occupational therapy.

CERTIFICATION REQUIREMENT

Certification from the National Board for Certification in Occupational Therapy (NBCOT).
Current license from the California Board of Occupational Therapy.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that a person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.

Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 20 feet.

Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.

Ability to exert up to 40 pounds of force to lift, carry, push, pull, or otherwise move objects.

This type of work requires occasional or frequent standing, walking, sitting, bending, and reaching for extended periods of time.

Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical equipment, and move about the work area.

Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, high noise levels, and various work related hazards.