VALLEJO CITY UNIFIED SCHOOL DISTRICT
Human Resource Services
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

OCCUPATIONAL THERAPIST

<table>
<thead>
<tr>
<th>Title:</th>
<th>Occupational Therapist</th>
<th>Reports To:</th>
<th>Director of Special Education or assigned supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Special Education</td>
<td>Work Year:</td>
<td>195 Days per year</td>
</tr>
<tr>
<td>Classification:</td>
<td>Classified</td>
<td>Salary:</td>
<td>See Classified (CSEA) Salary Schedule</td>
</tr>
<tr>
<td>Date Approved:</td>
<td>January 2007</td>
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</table>

DESCRIPTION OF POSITION:

Under the general direction of the assigned supervisor, will provide assessments, consultation to parents and teachers and/or a direct treatment for children with disabling conditions from ages 3 to 21 as part of a multi-disciplinary team; prepares records and reports and performs related work as required.

REPRESENTATIVE DUTIES:

- Evaluate referred students using standardized tests, observation, and/or clinically derived surveys in areas including perceptual-motor skills, motor coordination, sensory development, muscle strength and activities of daily living. \(E\)
- Collaborate with multi-disciplinary team members upon written referral; devise a treatment program aimed at improving the identified areas of function, as they relate to the child’s educational needs. \(E\)
- Participate in the Individual Education Plan (IEP) meeting to develop/update goals and objectives and is responsible for providing direct service and/or consultation in order to meet these goals. \(E\)
- Maintain records and reports as required and for complying with Vallejo City Unified School District administrative policies and state and federal laws and regulations. \(E\)
- Travel to different school sites as required to serve students. \(E\)
- Lead the activities of a Certified Occupational Therapy Assistant (COTA) or a paraeducator. \(E\)
- Provide training and/or staff development to school district employees. \(E\)
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited school of occupational therapy with a minimum of a bachelor’s degree.
- Experience providing general occupational therapy services to children.

\(E = \text{Essential duties as required by the American Disabilities Act.}\)
LICENSE AND OTHER REQUIREMENTS:
- Valid California Drivers License
- Proof of registration with the American Occupational Therapy Association

KNOWLEDGE, SKILLS AND ABILITIES:
KNOWLEDGE OF:
- Intellectual, sensory and physical development of children.
- Techniques used in the assessment and treatment of disabilities.
- Knowledge of the differences between medically and educationally necessary therapies.
- Knowledge of the use of splints and other adaptive devices designed to enhance independence in the educational setting.
- Techniques to maximize physical access to technology and assistive devices.

ABILITY TO:
- Work independently with high flexibility.
- Relate well with parent/guardian, clients, employers and personnel from various private and public service agencies.
- Work with a culturally diverse group of students with a variety of handicapping conditions.
- Work collaboratively with multiple staff members throughout the District.

WORKING CONDITIONS:
- School environment
- Office/home visits

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bend</td>
<td>3</td>
<td>Lift/carry 0-10 lbs</td>
<td>3</td>
</tr>
<tr>
<td>Twist</td>
<td>3</td>
<td>Lift/carry 11-25 lbs</td>
<td>3</td>
</tr>
<tr>
<td>Squat</td>
<td>3</td>
<td>Lift/carry 26-40 lbs</td>
<td>2</td>
</tr>
<tr>
<td>Kneel</td>
<td>3</td>
<td>Lift/carry 41-100 lbs</td>
<td>1</td>
</tr>
<tr>
<td>Climb</td>
<td>2</td>
<td>Stand</td>
<td>4</td>
</tr>
<tr>
<td>Reach above shoulder</td>
<td>4</td>
<td>Walk</td>
<td>4</td>
</tr>
<tr>
<td>Grip/Grasp</td>
<td>4</td>
<td>Sit</td>
<td>4</td>
</tr>
<tr>
<td>Extend/Flex Neck</td>
<td>4</td>
<td>Drive</td>
<td>4</td>
</tr>
<tr>
<td>Use Right Hand</td>
<td>4</td>
<td>Perform Repetitive Hand Motions</td>
<td>4</td>
</tr>
<tr>
<td>Use Left Hand</td>
<td>4</td>
<td>Keyboarding/Mouse Work</td>
<td>4</td>
</tr>
<tr>
<td>Ability to See</td>
<td>4</td>
<td>Ability to Hear</td>
<td>4</td>
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THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is in compliance with ADA requirements.

Approved by: ________________ Date: __________
Rose Peppin, Assistant Superintendent of HRS

Occupational Therapist Page 2 of 2