

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Occupational Therapist

DESCRIPTION OF BASIC RESPONSIBILITIES

Provides occupational therapy services, to the identified students, to assist-in acquiring the physical functional performances skills need to participate in and benefit from educational programs and function independently; oversees Occupational Therapy services as defined by the California State Occupational Therapy Scope of Practice.

SUPERVISOR: Director of Special Education

ESSENTIAL FUNCTIONS:

1. Evaluate student performance in a variety of areas including fine motor task, sensory impairments, perceptual motor skills, self-care, posture and movement, and need for adaptive services using a variety of evaluations and assessment procedures and methods, including standardized and/or criterion-reference measures, interviews, questionnaires and rating scales, skilled clinical observations, and review of records.
2. Presents evaluation findings to Individualized Education Plan (IEP) teams and recommends services.
3. Designs treatment programs aimed at improving the above areas of function, as they relate to a student's educational needs.
4. Develops goals and objectives as a part of the student IEP and provides direct and/or consultative therapy services in order to meet those education goals.
5. Provides in-service and training for the instructional staff and parents.
6. Orders specialized equipment for student use, as appropriate.
7. Makes adaptations for equipment and instructional/communication materials, as appropriate.
8. Coordination of collateral and rehabilitation series for students and families.
9. Responsible for case management for students as it pertains to occupational therapy.
10. Acts as a liaison between students, families school personnel and community agencies.
11. Researches resources and methods for the purpose of determining the appropriate approach for addressing the functional goals of students (i.e. intervention and treatment techniques, assessment tools and methods, community resources, etc.).
12. Attends program related meetings, training and workshops.
13. Participates in inter- and intra-agency planning and staff meetings related to students.
14. Provides referrals to appropriate in-district and community resources.
15. Maintains appropriate student assessment, evaluation and educational records.
16. Completes and submits a variety of forms, evaluations and program reports.
17. Performs related work as required.

EDUCATION AND EXPERICE.

Minimum of a Bachelor's Degree in Occupational Therapy from an accredited college or university required.

LICENSES AND CERTIFICATIONS:

- Valid License as a Certificated Occupational Therapist issued by the California Board of Occupational Therapy.
- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license.
- TB Test Clearance
- Criminal Justice Fingerprint Clearance

KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of laws, rules and regulations applicable to providing occupational therapy services.
- Knowledge of occupational therapy principles and practices.
- Knowledge of community agencies and referral resources.
- Knowledge of computers and assorted software programs.
- Ability to work effectively with all levels of district staff, parents, health care professionals and other health care agencies.
- Ability to communicated effectively both verbally and in writing with administrators, staff, students and community.
- Ability to read, interpret and explain policies, programs and reports.
- Ability to work independently with minimum direction and make decisions with the framework of established guidelines.
- Ability to determine appropriate methods based on upon interpretation and application of established guidelines to accomplish goals.
- Ability to prioritize and meet deadlines.
- Ability to formulate and implement educational plans as it pertains to occupational therapy.
- Ability to analyze and resolve problems with tact and diplomacy.
- Ability to plan, provide feedback and assess program effectiveness.
- Ability to compile program reports.
- Ability to establish and maintain records and maintain a confidentiality of privileged information obtained in the course of work.
- Ability to maintain consistent, punctual and regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor office, classroom, motor-room and outdoor environment.
- Moderate noise
- Drive a vehicle to conduct work
- Continuous contact with students and staff

Typical Physical Characteristics:

- Move about school facilities and student home facilities to conduct work, including kneeling, stooping and remaining in a stationary position for long periods of time.
- Communicate to exchange information in person, in small groups and on the telephone.
- Inspect documents and other written materials in fine print.
- Transport or move students, therapy equipment and other objects such as wheelchairs and mobility equipment.
- Operate office equipment requiring repetitive hand movement and fine coordination.