



For the future of every student

CLASS TITLE: SCHOOL OCCUPATIONAL THERAPIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, develop, implement, oversee and provide occupational therapy services and treatment to enhance fine motor, gross motor, sensory processing and other functional abilities and development among identified students with disabilities; observe, evaluate and develop occupational therapy treatment plans in response to student needs and disabilities; provide consultation and training to teachers, staff, parents and others concerning the development of student motor skills and related programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develop, implement, oversee and provide occupational therapy and treatment to enhance fine motor, gross motor, sensory processing and other functional abilities and development among identified students; provide occupational therapy services to facilitate student access to educational opportunities; oversee and participate in conducting motor therapy activities with students.

Formulate, develop and implement treatment plans, programs and sessions for individual and groups of students according to student needs and disabilities; monitor, evaluate and adjust individual treatment plans and therapy activities in response to the needs and progress of individual students; oversee the implementation of therapeutic and treatment activities in the school and classroom.

Confer and collaborate with educational team including teachers, support staff, parents, administrators, psychologists, outside agencies and others in conducting assessments and observations, providing therapy, and developing and implementing treatment programs, therapy services and related goals and objectives to enhance student progress and meet student needs.

Conduct observations, review student records and administer and score assessments in the identification of developmental needs and areas of suspected disability; develop and implement strategies to resolve issues limiting student participation in the school environment; reassess sensory-motor development and other developmental needs using a variety of tools.

Provide consultation and training to teachers, staff, parents and others regarding occupational therapy and related students, treatment, interventions, assessments, principles, theories, standards, guidelines, requirements, practices and procedures

Attend and present information concerning student needs, disabilities, assessments and test results at Individualized Education Plan (IEP) and a variety of other meetings; collaborate with other personnel in the development and implementation of IEP goals and objectives.

Prepare detailed and concise notes concerning daily therapy activities and student responses and progress; compile information and prepare and maintain various records and detailed written reports and forms concerning students, treatment plans, goals, objectives, progress, assessments and assigned activities.

Utilize and adapt a variety of assistive technology, treatment tools, equipment and materials during

therapeutic activities; adjust and demonstrate the use of various therapeutic equipment as needed; evaluate and identify adaptive equipment needs and make adaptations to equipment to meet individual student needs as appropriate.

Develop, implement and conduct in-services and training activities concerning occupational therapy services and related principles, theories, standards, guidelines, practices, procedures, goals, objectives and techniques for staff, faculty, parents and others; prepare and deliver oral presentations.

Communicate with students, staff, faculty, outside agencies and others to exchange information and resolve issues or concerns.

Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Monitor inventory levels of therapeutic supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment.

Coordinate, schedule and arrange treatments, meetings and other functions in support of assigned occupational therapy services and activities; attend and participate in in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, equipment and techniques of occupational therapy.

Theory of physical and mental rehabilitation related to occupational therapy practices.

Practices, procedures and techniques involved in the development and implementation of treatment plans, programs and sessions for individual students according to student needs and disabilities.

Child growth and developmental disabilities, diagnosis and syndromes and applicable treatment, assessment and techniques.

Developmental foundations and neurodevelopmental implications related to learning, behaviors and educational success.

Policies and objectives of assigned programs and activities.

Motor and reflex development.

Skeletal anatomy, neuromuscular function and dysfunction.

Proper operation and adaptation of therapeutic equipment.

Kinesiology and occupational therapy modalities.

Oral and written communication skills.

Record-keeping and report writing techniques.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Develop, implement, oversee and provide occupational therapy services and treatment to enhance fine motor, gross motor, sensory processing and other functional abilities and development among identified students with disabilities

Administer student assessments and reassessments.

Formulate, develop and implement treatment plans, goals, objectives, programs and sessions for individual and groups of students according to student needs and disabilities.

Conduct observations, review student records and administer assessments in the identification of

developmental needs and areas of suspected disability.
Identify and analyze areas of development and sensory motor dysfunction.
Monitor, evaluate and adjust individual treatment plans, programs and therapy activities in response to student needs and progress.
Provide consultation and training activities concerning student developmental needs, treatment plans, and related educational activities.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain various records, reports and files.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in occupational therapy or related field and one year experience working with students with various disabilities in a rehabilitative setting.

LICENSES AND OTHER REQUIREMENTS:

Valid Occupational Therapist Certification issued by the American Occupational Therapy Certification Board.
Valid State Occupational Therapist license.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office and therapeutic equipment.
Seeing to monitor student progress and read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling heavy objects as assigned by the position.