CLASS TITLE: OCCUPATIONAL THERAPIST

BASIC FUNCTION:
Under the direction of the Director, principal or designee, the Occupational Therapist is responsible for participating with an integrative collaborative team to provide assessment, consultation to parents and teachers; performing consultation services and direct treatment for students with special needs and disabilities from birth to age twenty two; providing occupational therapy services, intervention, treatment and activities to enhance sensory processing, perceptual-motor skills, motor coordination, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students; conducting student assessments and providing recommendations for occupational therapy intervention; developing, implementing, evaluating and modifying occupational therapy treatment plans and interventions in response to student needs and disabilities.

REPRESENTATIVE DUTIES:
Prepare and conduct initial, triennial, annual assessments and evaluations; confer and collaborate with teachers, staff, parents, medical providers, outside agencies and others in conducting assessments and observations; provide recommendations for occupational therapy intervention as appropriate; provide occupational therapy services, intervention, treatment and activities; support and assist parents and caregivers with implementing and meeting therapy goals; E

Provide occupational therapy services, intervention, treatment and activities to meet specific student Individualized Family Service Plans (IFSP) and Individualize Educational Plan (IEP) and therapeutic goals; evaluate students using standardized tests, observations and/or clinically derived surveys to enhance sensory processing, perceptual-motor skills, motor coordination, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students; establish and maintain treatment, intervention and objectives to improve student functioning and enhance learning; provide occupational therapy services, intervention, treatment and activities and assess need for adaptive devices and vocation skills based on child's educational needs; E

Develop and implement daily treatment plans and interventions for individual students according to student needs and disabilities; collaborate with staff, service and medical providers to develop and monitor student therapy plan; utilize physical, manipulation, positioning, environmental modification and other therapeutic techniques and strategies; manage OT caseloads throughout the County; monitor, evaluate and adjust individual treatment plans and therapy activities in response to the needs and progress of individual students; E

Write concise and detailed annual, extended school year reports and IEP occupational therapy goal(s) development including benchmark reviews; E

REVISED June 2016
Design and develop materials and specialized programs for individual student use in the classroom and at home to meet student IFSP or IEP goals; monitor and consult with paraprofessionals who use and carry out specialized programs; 

Provide consultation and training to teachers, staff and parents regarding occupational therapy and related students, treatment, interventions, assessments, principles, theories, standards, guidelines, requirements, practices and procedures; provide training in areas of safe lifting techniques, sensory processing and the role of the Occupational Therapists in the classroom; 

Attend and participate in IFSP/IEP meetings and other assigned meetings and conferences concerning students with special needs; collaborate with faculty, staff and administrators in the formulation, development and implementation of IFSP/IEP’s, intervention plans and related services, goals and objectives; collect and record data for IFSP/IEP's and occupational therapy files; 

Utilize and adapt a variety of intervention and 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; confer and collaborate with equipment providers in meeting student needs; 

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 concerning students, goals, objectives, progress, assessments, interventions and assigned activities; 

Supervise COTA or OT fieldwork students in accordance with local, state and national guidelines; 

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

Attend and participate in various in-services, professional development, committees and workshops as directed; 

Operate a variety of office equipment including a copier, fax machine, computer and other assigned equipment and software; utilize adaptive therapeutic equipment and tools; drive a vehicle to conduct work and attend meetings; and 

Perform related duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

REVISED June 2016
Principles, methods, equipment and techniques of occupational therapy;
Applicable federal, State and local laws, regulations and legal mandates related to education, health and safety codes;
Theory of physical and mental rehabilitation related to occupational therapy practices;
Practices, procedures and techniques involved in the development and implementation of treatment plans and interventions 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;
Motor and reflex development;
Skeletal anatomy, neuromuscular function and dysfunction;
Operation of a variety of office equipment, a computer and assigned software;
Proper selection, operation and adaptation of therapeutic equipment and assistive technology;
Oral and written communication skills;
Record-keeping and report writing techniques;
Health and safety regulations; and
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Work effectively with District personnel, community representatives, interdisciplinary teams and students;
Perform a variety of professional activities involved in the observation, assessment and treatment of needs among identified students with special needs as they relate to occupational therapy;
Understand applicable federal, State and local laws, regulations and legal mandates related to education, health and safety codes;
Provide occupational therapy services, intervention, treatment and activities to enhance motor, sensory processing and coordination, perceptual-motor skills, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students;
Participate in the formulation, development and implementation of IFSP/IEPs, benchmark reviews, plans and related services, goals, objectives and options;
Select and deliver appropriate interventions;
Conduct student assessments, quantify objectives and provide recommendations for occupational therapy intervention;
Document and quantify objectives for OT intervention;
Prepare and maintain detailed and accurate records and reports according to applicable standards;
Operate therapeutic equipment and assistive technology;
Communicate effectively both orally and in writing;
Work independently with little direction;
Plan and organize work; and
Meet schedules and time lines.

REGISTRATION AND LICENSE REQUIREMENTS:

REVISED June 2016
Valid Occupational Therapy License registered though the California Department of Consumer Affairs is required;
California State License; and
Valid California driver’s license.

**EDUCATION AND EXPERIENCE:**
BA/BS or MA/MS degree in Occupational Therapy. One year work experience providing occupational therapy services for children birth to twenty-two. Experience working with children with special needs is preferred.

**WORKING CONDITIONS:**
**ENVIRONMENT:**
Is subject to inside and outside environmental conditions, and
Required to use personal vehicle in the course of employment.

**PHYSICAL ABILITIES:**
Hearing and speaking to exchange information, seeing to read a variety of materials;
Bending at the waist, kneeling or crouching to assist students;
Ability to walk long distances;
Frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds;
Occasional lifting, pushing and/or pulling of objects which may weigh up to 75 pounds; and
Sitting or standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

**HAZARDS:**
May be required to work around foul odors, and
Contact with dissatisfied or verbally abusive individuals.