

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

OCCUPATIONAL THERAPIST

BASIC FUNCTION:

Under the direction of the Director-Student Services, provide a program of educationally-related occupational therapy for individual students with an Individual Education Plan (IEP) that designates occupational therapy; provide direct and consultative occupational therapy services to identified students with fine motor, sensory-motor and visual perception needs; consult and confer with teachers, educational support staff, parents and administrators regarding referrals, assessments, recommendations, interventions and therapy services; assist in developing Individualized Education Plans (IEPs) for assigned students; train and provide work direction to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide assessment and direct services related to sensory-motor development and other identified developmental needs; provide consultation related to fine motor, sensory-motor and visual perception development.
- Conduct developmental and formal observations and assessments in the areas of fine motor, visual motor, visual perceptual, self-care activities of daily living, sensory processing, environmental adaptations, assistive devices and other assessments as appropriate.
- Evaluate needs and progress toward goals as needed; determine appropriate assessment to be given; score and interpret results.
- Monitor student response to intervention and modifies strategies accordingly.
- Plan and prepare for occupational therapy sessions; develop projects, clean and maintain equipment, and set up and break down therapy equipment.
- Gather and interpret data to evaluate student needs as a basis for potential treatment planning.
- Prepare written reports regarding individual assessments and progress data using formal, informal and objective measures; maintain and update records of therapy sessions to document intervention and monitor student progress; develop, modify and coordinate scheduling of therapy sessions for students on caseload; maintain confidentiality of student records.
- Train and provide work direction to assigned classroom support staff and teachers.
- Recommend appropriate referrals for orthopedic, occupational and/or physical therapy evaluations as appropriate and performs related duties and responsibilities as required.
- Provide education, training and support to families related to student programming needs; recommend, design, create and assist in acquiring adaptive equipment; demonstrate use of adaptive equipment.
- Attend a variety of meetings, trainings, IEP's and conferences; collaborate with IEP team members to develop IEP goals and objectives; develop recommendations for intervention plans.
- Operate a variety of therapeutic and other equipment such as sensory gym equipment, swings, balls and trampolines; operate a computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Master's degree in occupational therapy or related field and two years of occupational therapy experience including experience in the IEP process.

Licenses and other Requirements

- Registration by the National Board for Certification in Occupational Therapy.
- Valid Occupational Therapy Association of California license.
- Valid First Aid and CPR certifications issued by an authorized agency.
- Valid California Class C driver's license.

Knowledge of:

- Occupational therapy strategies, trends, treatment techniques and methodologies methods for remediation and amelioration in educational settings.
- Child development and developmental disabilities, diagnosis and syndromes, and applicable treatment and techniques.
- Assessment and direct intervention strategies to remediate developmental delays in fine and gross motor skills, sensory motor integration and related areas.
- Applicable laws, code, policies, rules and regulations relative to occupational therapy services.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Behavioral management techniques.
- Common Core objectives and goals.
- Sensory integration therapy, motor and reflex development.
- IEP and 504 requirements.
- Medical, educational and other community resources and agencies.
- Operation of a variety of office equipment including a computer and assigned software.
- Operation of a variety of therapeutic, adaptive and assistive equipment or technology.
- Record-keeping and complex report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Proper lifting techniques.

Ability to:

- Observe and assess fine motor development, perceptual development, self-help, oral motor development and sensory processing.
- Develop and conduct sensory-motor focused interventions.
- Use evidence based research to provide effective treatment and program recommendations.
- Communicate effectively both orally and in writing with students, parents, staff, and other community agencies regarding technical information.
- Implement IEPs and appropriate treatment plans.
- Train and provide work direction to assigned classroom support staff and teachers.
- Establish and maintain cooperative and effective working relationships with others.
- Gather and analyze clinical data.
- Participate with a team in the assessment and implementation of the Individual Education Program (IEP).
- Prepare and maintain a variety of comprehensive, assessments, records and reports.
- Maintain current knowledge of technical advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.

WORKING CONDITIONS:

Work Environment:

- Indoor work environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate therapy equipment and a computer keyboard, and work with students on fine motor skills.
- Reaching overhead, above the shoulders and horizontally to utilize therapy equipment.
- Sitting or standing for extended periods of time while working with students.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Pushing or pulling wheelchairs, mobility toys and other equipment.
- Lifting and carrying moderately heavy objects and adaptive equipment.

Hazards:

- Potential contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 04/18/05, 2/14/18

FLSA Status: Non Exempt