

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PUPIL SERVICES

CLASSIFICATION: LICENSED

JOB TITLE: OCCUPATIONAL THERAPIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, provide occupational services including training in motor skills, feeding and swallowing for identified children from birth to age 21 who are eligible for Special Education services per Individual Education Plan (IEP) and Individual Family Service Plan (IFSP).

REPRESENTATIVE DUTIES:

Assess students' fine and gross motor abilities, oral motor skills, orthopedic status, sensory processing status, movement, posture and tone as related to participation in educational programs. **E**

Provide therapy oriented intervention in natural learning environments. **E**

Make recommendation for adaptive equipment. **E**

Consult and demonstrate with families, teachers and aides regarding therapy interventions. **E**

Provide recommendations to other team members which serve the students' overall educational need. **E**

Review reports from health care providers requesting occupational therapy and coordinate occupational therapy services with students' health care providers. **E**

Act as a resource to school personnel in interpreting occupational therapy services. **E**

Plan and develop therapeutic intervention goals that are educationally relevant and will be used in students' educational programs. **E**

Establish a system of documentation that is professional, efficient and accountable and that conforms to state and individual agency policy. **E**

Communicate results of evaluations and reports of occupational therapy services to the educational staff, parents, students and other professionals and agencies concerned with the students. **E**

Re-evaluate students' individual occupational therapy plans on a regular basis. **E**

Provide reports for use in IEP and IFSP committees. **E**

Write progress reports on therapy programs per IEP and IFSP. **E**

Assist in developing and implementing IEP and IFSP. **E**

Attend IEP and IFSP meetings as necessary and maintain progress notes on student records. **E**

Facilitate inservice education and professional development for related service/occupational therapy staff. **E**

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Monitor the occupational therapy program goals by teaching other staff who are involved with the implementation of the intervention procedures. **E**

Travel throughout Colusa County SELPA to provide services. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special Education laws, regulations and requirements
Skills and movement concepts related to various activities
IEP and IFSP policies and procedures
Protective services procedures
Basic instructional methods and techniques
Child guidance principles and practices related to children with special education needs
Curriculum, goals and objectives of the department
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Operation of various sports, office and media equipment
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data
Oral and written communication skills

ABILITY TO:

Provide occupational therapy services to students
Maintain a safe and orderly treatment area
Conduct assessments of students to determine need for occupational therapy
Facilitate inservice training
Participate in multi-disciplinary team assessments and reporting
Provide consultation to the educational system regarding student needs, professional needs and system needs in order for the system to achieve its goals and objectives
Provide reassessments of students and communicate the needs of students focusing on areas of need at intervals determined to be educationally relevant
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Maintain and prepare records and reports
Learn County Office organization, operations, policies and objectives
Read, interpret, apply and explain rules, regulations, policies and procedures
Maintain current knowledge of program rules, regulations, requirements and restrictions
Work independently with little direction
Plan and organize work
Lift and carry objects weighing up to 50 pounds
Operate a computer to complete reports and maintain data
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Graduate of an accredited university program of Occupational Therapy, licensed by the State of California and a minimum of one year experience serving students with disabilities.

LICENSES AND OTHER REQUIREMENTS:

Licensed by the State of California
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Classroom, office and outdoor setting

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and teach activities

Hearing and speaking to exchange information in person or on the telephone

Standing or sitting for extended periods of time

Dexterity of hands and fingers to operate office, sports and media equipment

Carrying, pushing or pulling physical education equipment

Bending at the waist, kneeling or squatting

Lifting objects weighing up to 50 pounds

Lifting students in and out of wheelchairs within protocols

Reaching overhead, above the shoulders and horizontally to retrieve and store equipment

Seeing to observe students in daily activities

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 135

Approval Date: January 2009