OCCUPATIONAL THERAPIST
SPECIAL EDUCATION

JOB DESCRIPTION:
Under supervision of the Director of Student Services will participate as a member of the educational team to assess student performance in the areas of disability; develop assessment reports; identify student abilities within educational, developmental or functional parameters; develop goals and objectives for consideration in the IEP team meeting; develop individual occupational therapy intervention plans; maintain appropriate documentation, reports.

QUALIFICATIONS:
Education
• Bachelor of Arts Degree in Occupational Therapy from an accredited institution. Possess a valid CA Certification as an Occupational Therapist Registered (OTR) by the American Occupational Therapy Certification Board.

Experience
• One year of experience in pediatric OT or previous work experience in School-Based OT. Training and/or experience in Sensory Integration, Assistive Technology, working with a variety of neurodevelopmental disorders including: autism spectrum disorders, cognitive impairments, orthopedic impairments, mental health disorders, deaf/hard of hearing. Experience with SEIS preferred.

Knowledge
• Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.
• Knowledge of program evaluation, data collection and goal writing.
• Interpersonal skills using tact, patience, and courtesy.
• Basic First Aid/CPR desirable

Ability
• Supervise, lead and evaluate staff.
• Operate a computer and knowledge of assigned software.
• Be flexible based on program needs.
• Create and follow policies and procedures.
• Work within budget.
• Collaborate as a member of an interdisciplinary intervention team and knowledge of professional in-service training/development.

ESSENTIAL JOB DUTIES:
• Work effectively with school’s community organizations, government agencies, parents, students, and/or staff.
• Maintain confidentiality on issues concerning program students and staff.
• Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
• Communicate effectively both orally and in writing.
• Analyze situations accurately and adopt an effective course of action.
• Establish and maintain cooperative and effective working relationships with others.
• Work independently with little direction.
• Meet schedules and timelines.
• Prepare reports as needed.
• Maintain Records.
• Other duties as assigned.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
• Sit for extended periods of time.
• Sufficient vision to read small print.
• Sufficient hearing to hear and understand speech at normal classroom levels, outdoors, and on
Ability to speak in a voice that can be clearly heard and understood at normal classroom levels, outdoors, and on the telephone.

Sufficient dexterity to use hands and fingers to operate a telephone, to enter data into a computer, and to perform classroom tasks using both hands.

Employee will be required to work indoors, and/or outdoors in an educational and standard environment, and/or make home visitations. Employee will be in direct contact with students, parents, school staff and outside agency staff.

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, sit, kneel, stoop, reach, twist, crouch, and squat for extended periods while assisting students in therapy; strength to occasionally lift and/or carry with or without assistance up to 40 pounds (e.g., students and pieces of equipment); sufficient finger dexterity to grasp, push, and manipulate student limbs and occupational equipment. Sufficient visual acuity to identify safety hazards and monitor student activities.

IMMEDIATE SUPERVISOR: Director of Student Services
ASSIGNMENT: As determined by Director of Student Services, 8 hours per day, 190 days per year
SALARY: Certificated Itinerant Salary Range 403b