
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

the telephone.

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- 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