

BUENAPARK SCHOOL DISTRICT

OCCUPATIONAL THERAPIST

(Classified Position)

DEFINITION:

Under the direct supervision of the Director of Special Services, provides occupational therapy services to special needs students in accordance with Individualized Education Program (IEP) goals; assists in the case management of services to students; and maintains records and documentation on students. Assesses students' functional development level providing appropriate treatment to meet individual student objectives, and provides recommendations for program development and student placement. Performs related duties as assigned.

REPRESENTATIVE DUTIES

- Assess students' fine motor and development skills (e.g. perceptual-motor, motor coordination, sensory development, muscle strength) to determine their deficits and develop recommendations.
- Assess student physical abilities in an educational environment by gathering data in such areas as oral motor skills, sensory integration, motor planning, developmental function, self care, fine motor function, work behavior, endurance and postural tone.
- Evaluate students using standardized tests, observation, and/or clinically derived surveys in areas including perceptual-motor skills, motor coordination, and sensory motor development and processing.
- Consult with teachers, parents, other personnel and/or outside professionals to get information, develop plans for services and/or make recommendations.
- Explain and clarify occupational therapy goals and services to district staff, family members and personnel in other agencies.
- Participate in IEP meetings to develop or update goals and objectives and provide direct service and/or consultation in order to meet these goals.
- Provide occupational therapy services according to IEP goals and intervention plans developed for individual students.
- Assist with the development of therapy services such as adapting school and classroom environment and learning materials to improve student functioning and facilitate access to curricular and instructional activities.
- Monitor the use of adaptive equipment.
- Monitor student progress.
- Prepare a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) to document activities, provide written reference and convey information.
- Maintain records and reports as required and for complying with local and state regulations, administrative policies, and state and Federal laws and regulations.
- Maintain confidentiality of sensitive and privileged information.
- Research resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources) in order to determine the

- appropriate approach for addressing students' functional goals.
- Attend and participate in a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Occupational Therapy.
- Perform administrative activities and tasks related to the MAA claiming process.
- Drive a vehicle to various sites to conduct work.

MINIMUM QUALIFICATIONS

Knowledge of:

- General methods and techniques of individual and group occupational therapy commonly used for students with special needs.
- Child development; neuromuscular function and dysfunction; sensory motor integration; kinesiology; skeletal anatomy; and basic pathology related to orthopedic disabilities.
- Educational and medical applications of adaptive equipment.
- Basic principles of child behavior.
- Techniques used in the assessment and treatment of disabilities.
- Educational and developmental needs of children with specific disabilities.
- Record keeping and report preparation techniques.
- Laws, rules and regulations related to assigned program and activities.

Ability to:

- Ensure that tasks are performed in regards to Individual Education Plan requirements.
- Provide occupational therapy services to special education students.
- Observe and manage behavior of students according to approved procedures.
- Maintain records and prepare reports related to assigned students and activities.
- Administer first aid or necessary physical assistance to ill or distressed students.
- Lift and position students into and out of orthopedic equipment and adjust equipment.
- Communicate effectively both orally and in writing.
- Operate a computer and use related software.
- Work independently with little direction.
- Work collaboratively in multi-disciplinary teams.
- Travel to multiple sites or locations to perform work.
- Perform administrative/clerical duties related to the MAA claiming process.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administrators and staff.
- Perform the essential functions of the job with or without reasonable accommodation.

EMPLOYMENT STANDARDS

Education

- Possession of an earned baccalaureate or higher degree from an accredited college

or university in Occupational Therapy or closely related field.

Experience

- Preferred minimum of two years of successful service in the field of occupational therapy, preferably working with elementary school-aged children.

Licenses/Certificates

- California Board of Occupational Therapy is required
- Class C Drivers License is required

Board Approved: June 13, 2011 (Revision)