



Pacifica School District

STAFF OCCUPATIONAL THERAPIST

CLASSIFIED SALARY SCHEDULE

RANGE: 76

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the supervision of the Occupational Therapist, Program Director, the Staff Occupational Therapist provides developmental and sensory-motor evaluations of students; develops occupational therapy treatment plans for rehabilitative care and/or educational programs; provides in-service training to district personnel; participates in Individualized Education Program team meetings, and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend pre-referral meetings for OT services at assigned school sites within district.
- Maintain caseload for Occupational Therapy program at assigned school sites.
- Responsible for maintaining all supplies for Occupational Therapy program at assigned school sites.
- Identify and evaluate occupational therapy needs of students, especially as related to specific areas of dysfunction in sensory-motor development.
- Conduct appropriate annual and triennial assessments to determine areas of dysfunction.
- Develop treatment plans and goals to improve students' functional abilities and enhance students' abilities to learn.
- Provide individual treatment to correct specific areas of sensory-motor integrative dysfunction.
- Provide group therapy to identified children and classes.
- Provide consultation to educational staff and parents for classroom and home management of perceptual, motor, sensory, and self-care programs.
- Attend SST meetings and/or perform pre-referral student observations. Provide team members with pre-referral suggestions and recommendations.
- Maintain communication with Occupational Therapist, Program Director regarding updates on caseload and pre-referral students.
- Refer students and families to related services, which will assist the students' development.
- Participate in meetings to coordinate occupational therapy goals with the total educational program.
- Maintain and oversee the maintenance of progress records on individual students.
- Provide direction, training, and assistance to paraprofessionals.
- Conduct in-service or other training programs for District and other personnel on the role of occupational therapy as an educational service, normal sensory-motor development as related to learning, and identification of sensory-motor deficits as assigned by Occupational Therapist, Program Director.
- Prepare oral and written presentations and reports.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of occupational therapeutic techniques.
- Theory of physical and mental rehabilitation underlying the practices of occupational therapy.
- Objectives of occupational therapy treatment and services.
- Skeletal anatomy, neuromuscular function and dysfunction.
- Kinesiology and occupational therapy modalities.
- Principles of consultation, training, and supervision.
- Health and safety regulations.
- Effective record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Established procedures.
- District organization, operations, policies and objectives.

Ability to:

- Identify and analyze areas of developmental and sensory-motor dysfunction.
- Develop and carry out treatment plans, goals, and objectives to correct sensory-motor dysfunction.
- Provide consultation for classroom and home management of motor, sensory, perceptual, and self-care programs.
- Explain and provide training on occupational therapy and rehabilitative principles.
- Establish and maintain occupational therapy files and treatment logs.
- Apply appropriate occupational therapy procedures in work with students.
- Work cooperatively with others.
- Understand and follow oral and written directions in English.
- Work independently with minimal direction.
- Meet schedules and deadlines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, explain, and follow rules, regulations, policies and procedures.
- Maintain records according to established procedures.
- Complete assigned work in timely manner.

Education:

Bachelor of Science and graduation from an accredited program in Occupational Therapy.

Experience:

- One year of occupational therapy experience with children in a pediatric or school-based setting.
- Experience working collaboratively with teams and families is desired.

LICENSES AND CERTIFICATES

Certificate of registration with the American Association of Occupational Therapists (AOTA) and/or certified with the National Board of Certification for Occupational Therapy (NBCOTA).

Licensure with the California Board of Occupational Therapy

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

Approved by Board of Trustees: 5/30/07