

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Occupational Therapist

Job Purpose Statement/s: The position of Occupational Therapist is done for the purpose of providing (under general supervision) educationally related occupational therapy treatment to students with special needs; planning/performing assessments; interpreting assessment results; and providing reports and findings for Individual Educational Program (IEP) meetings.

Essential Job Functions:

- Provides occupational therapy services to students with special needs.
- Screens and evaluates students to determine occupational therapy needs and conveys findings to parents and/or IEP team.
- Administers occupational therapy assessments to determine student's level of function relative to student's age and educational placement.
- Provides interpretation and summaries of assessment report results to families; recommends appropriate activities and materials designed to accomplish educational motor goals.
- Writes assessment reports identifying student's needs and proposed treatment strategies. Participates in IEP meetings.
- Develops occupational therapy treatment plans with measurable goals, objectives and strategies to improve student's functional abilities and enhance their ability to learn, in collaboration with IEP team.
- Implements and coordinates occupational therapy plans directly and/or through training of parents and staff.
- Monitors student's responses to occupational therapy program, maintains progress records, and modifies strategies as needed.
- Recommends and assists in transition planning or exit strategy for students when occupational therapy goals and objectives have been achieved.
- Identifies and evaluates adaptive equipment to assist students in self care and academic activities.
- Consults and collaborates with medical and community agencies regarding occupational therapy services for students; participates in local and state presentations to large and small groups.
- Consults with other members of the education team regarding the mandated and best-practice roles of occupational therapy.
- Works positively and collaboratively with a wide range of staff.

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Other Job Functions:

- Attends appropriate workshops/conferences for the purpose of ongoing training.
- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other job related duties as may be assigned.

Job Requirements - Qualifications:

Education and Experience Requirements:

- Bachelor's Degree in Occupational Therapy.
- No Child Left Behind compliance.
- Two years prior job related experience in occupational therapy with children.

Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills in the application of occupational therapy techniques utilized in assessment and treatment of children with disabilities; operate standard office equipment including use of computer applications to enhance essential job functions; communicate clearly and effectively; use English in both written and verbal form; use correct spelling, grammar and punctuation.
- Knowledge of child growth and development; common disabling conditions of children; theory and practice of occupational therapy as it applies to infants, children and youth; strategies and methodologies in education settings; principles, methods and objectives of educational occupational therapy treatment, services and techniques; and skeletal anatomy, neuromuscular function and dysfunction; kinesiology and occupational therapy modalities.
- Abilities to understand and address students with special needs; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/apply rules, regulations, policies; learn methods and materials used in a variety of instructional situations. Significant physical abilities include stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Valid Certificate of Registration issued by the American Occupational Therapy Association.

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- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

Reports to: Director of Special Education and/or other designated administrator/coordinator

Work Year: 210 Days

Salary Placement: CSEA Salary Schedule
Range 26

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy and Evaluation of Classified personnel and the CSEA Contract.

Board Approved: August 15, 2006