

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Occupational Therapist

DEFINITION: Under general direction of the Superintendent and the Director of Student Services, serve as a member of the Special Education team in providing assessment, consultation to parents, teachers, other special education staff, and administrators, and provide direct and consultation treatment services for eligible pupils. Coordinate services and evaluations with other District Classified and Certificated staff.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Provide occupational therapy to students from ages 3 to 22 years old
- Evaluate students upon written referral using standardized tests, observations and/or clinically derived surveys in areas including sensory processing, perceptual-motor skills, motor coordination, self care, muscle strength and range of motion, postural reflexes, need for adaptive devices and prostheses and vocational skills to determine need for occupational therapy.
- Design treatment programs based on evaluation results aimed at improving the above areas of function, as they relate to a child's educational goals.
- Develop goals and objectives as part of the child's Individual Education Plan and provide direct therapy and/or consultation in order to meet these goals.
- Provide and/or facilitate in-service and training for staff and parents.
- Serve as liaison with medical community and other service providers, such as California Children's Services (CCS), as needed.
- Respond to questions and inquiries both basic and technical related to assigned areas
- Maintain a safe and orderly treatment area
- Participate in multidisciplinary team assessments and reporting
- Attend Individualized Education Program (IEP) team meetings as necessary to review assessment data, consult on occupational therapy plans, and develop goals and objectives
- Review reports from health care providers requesting occupational therapy and coordinate occupational therapy services with student's health care providers
- Act as a resource to school personnel in interpreting occupational therapy services
- Handle confidential material with complete security
- Plan and develop therapeutic intervention goals that are educationally relevant and will be used in student's educational programs
- Establish a system of documentation that is professional, efficient, and accountable; and that conforms to state and individual agency policies
- Communicate results of evaluations and reports of occupational therapy services to the educational staff, parents, students, and other professionals and/or agencies concerned with the students
- Provide reassessments of student's individual occupational therapy plans focusing on areas of need at intervals determined to be educationally relevant
- Order specialized equipment for pupil use as appropriate

POSITION TITLE: Occupational Therapist, Continued

- Make adaptations for equipment and instructional/communication materials, as appropriate
- Develop appropriate home and community programming to maintain and enhance the performance of students in their natural environments.
- Document evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion.
- Collaborate with peers in developing recommendations for protocol and procedures.
- Assist in developing transition plans for students moving to other environments.
- Recommend termination of service when benefit has been achieved.

Other Related Duties:

- Attend appropriate in-service training, workshops, and meetings, as assigned, to keep informed of current practices and trends in assigned area and to meet new safety and/or technology standards
- May administer minor first aid and CPR to students if needed and arrange for follow-up care
- Perform other related duties as may be assigned by administration in compliance with Board policies, administrative regulations, and Federal, State, or local regulations.

QUALIFICATIONS:

Knowledge of:

- Modern treatment procedures designed to maintain or improve a student's motor functions and to achieve greater independence in performing life skills.
- Child growth and development
- Effective student management techniques
- Strategies and methodologies in the educational setting
- Safe practices of contact with bodily fluids, blood-borne pathogens, and communicable diseases.
- Technology and computer software applications relative to instruction, administration, and education
- Safe lifting techniques

Ability to:

- Assess individual needs, establish realistic and appropriate goals and objectives, and design and implement a program for each student.
- Provide demonstrations of exercises and activities for teachers and parents.
- Communicate orally and in writing sufficient to express ideas, thoughts and instructions clearly to special educators, community members, parents and administrators.
- Collaborate effectively with PGUSD staff, parents, members of other agencies and the public.
- Plan and conduct a system of continuous evaluation of each student's progress.
- Communicate effectively, verbally and in writing.
- Drive a car.

POSITION TITLE: Occupational Therapist, Continued

EDUCATION AND EXPERIENCE:

- Graduation from an accredited school of occupational therapy with a minimum of a bachelor's degree.
- One year of successful experience in a school setting serving students with disabilities.

LICENSE OR CERTIFICATE:

- A valid license and/or Certificate from the State of California and registration with the American Occupational Therapy Association.
- Registration examination and maintain current NBCOT registration.
- Possession of a valid California Driver's license.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

- Manual dexterity sufficient to write, use telephone, business machines (including computers) and make adaptation to equipment and operate specialized equipment designed for persons with physical disabilities.
- Physical mobility sufficient to move about the work environment (office, district, school or home visits), drive an automobile, and appropriately respond to emergency situations.
- Physical, mental and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 45 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.
- Physical capacity to lift (with assistance), move and position disabled persons up to age 22 who may weigh 150 pounds or more.

POSITION TITLE: Occupational Therapist, Continued

WORKING CONDITIONS:

- Office working environment subject to sitting at a desk and/or conference table for long periods of time, using telephone for prolonged periods of time, and reaching in all directions.
- School working environment subject to standing/walking for long periods of time both indoor and outdoor day and night.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Date of Board Approval: 12/9/10