

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION
NEW

TITLE School Occupational Therapist

QUALIFICATIONS

EDUCATION/LICENSE: B.A. or B.S. required, M.A. or M.S. desired
Valid California Board of Occupational Therapy License
Valid registration with the National Board Occupational Therapy Certification Board
Valid First Aid and CPR Certification
Valid California driver's license and qualify for insurability with the District's insurance carrier

EXPERIENCE: Three years increasingly responsible experience working in a school district, pediatric clinical setting, SELPA Office, or County Office of Education providing occupational therapy services. Skill in administration and interpretation of occupational therapy assessment procedures, development of appropriate goals and objectives, and lesson planning. Experience or certification in Sensory Integration methods. Experience in supervising staff.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with staff, students, and community. Ability to establish and meet deadlines, work accurately, independently, and confidentially, follow oral and written directions, effectively communicate with others, maintain effective work relationships, and effectively manage workflow of staff.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Executive Director, Special Services, the School Occupational Therapist collaborates with an educational team to evaluate, assess, and administer educationally related occupational therapy in the areas of fine motor, assistive communication, perceptual motor, sensory impairment, posture, movement, self-help, and/or pre-vocational skills to students with conditions that are mentally, physically, developmentally, or emotionally disabling. The School Occupational Therapist will provide training and consultation to staff and parents/guardians and may oversee designated staff.

DUTIES AND RESPONSIBILITIES

As assessed by the Executive Director, Special Services, the outcomes of the School Occupational Therapist job performance will be as follows:

1. Responds to requests for services and assessments to determine eligibility for Occupational Therapy (OT).
2. Demonstrates ability to accurately assess the developmental status and educational needs of children.
3. Writes assessment reports, including multi-disciplinary reports, according to guidelines, describing the motor development of children.

4. Participates as a team member in Individual Educational Program (IEP) meetings, Section 504 meetings, or Instructional Student Team (IST) meetings.
5. Effectively and accurately communicates assessment process, report of findings, and recommendations to parents/guardians and staff members orally and in writing, maintaining confidentiality as appropriate.
6. Provides direct OT services for students, as appropriate, as outlined in their IEP or Section 504 Plan.
7. Develops measurable goals and benchmark objectives, with strategies for meeting them, related to occupational therapy needs for IEP or Section 504 meetings.
8. Coordinates intervention plans directly or through training and supervision of parents, instructional personnel, and other designated staff.
9. Monitors all applicable special education timelines including identification, assessment, and placement of students.
10. Develops and implements occupational therapy lesson plans for classroom and/or home intervention strategies, which may include general education classroom and staff support.
11. Provides staff development for teachers, paraprofessionals, and other designated staff.
12. Documents and submits evaluations, treatments, and follow up reports in timely manner.
13. Assists in the evaluation and development of school facilities to ensure accessibility and reasonable accommodations are available.
14. Develops and maintains inventory of assessment and supplemental instructional materials and supplies needed for services and interventions.
15. Develops procedures, reporting forms, and records to coordinate and manage caseloads, and maintains accurate service logs and regularly updates billing procedures.
16. Accounts for daily/weekly time and task management at multiple sites without close supervision.
17. Works cooperatively with personnel from other agencies providing services to students or families, such as Inland Regional Center, California Children Services, SELPA, etc.
18. Supervises and evaluates assigned staff.
19. Develops effective communication patterns and collaborative working relationships with a variety of personnel and families at multiple sites.
20. Attends meetings, conferences, and other professional growth opportunities.
21. Establishes significant annual goals, objectives, and indicators of attainment.
22. Gathers appropriate data in support of the status of annual goals, objectives, and indicators of job attainment elements.
23. Researches, compiles, and analyzes data for site, district, state, and federal reports.

24. Demonstrates a commitment to diversity and inclusivity and the ability to work with a wide range of constituencies with diplomacy and tact.
25. Models district standards of ethics and professionalism.
26. Performs such tasks and assumes such responsibilities as may be assigned by the supervisor.

MGMT/JD:sot_d
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