

JOB DESCRIPTION
July 2017

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

OCCUPATIONAL THERAPIST I, II & III

General Purpose:

An Occupational Therapist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Occupational Therapist provides training and consultation to staff and parents and/or direct services to assist individuals with conditions which are mentally, physically, developmentally or emotionally disabling to benefit from their basic educational program.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Responds to request for service and assesses individuals to determine eligibility.
- Gathers and interprets data to evaluate student needs as a basis for treatment planning.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Interprets evaluation findings to parents and the Individual Education Plan (IEP) and instructional teams.
- Collaborates with IEP team members in regards to the student's progress.
- Notifies case manager, completes and sends appropriate forms to parent or case manager, prepares report and provides copies to case manager, drafts goals, updates present levels and progress; when assessment or IEP is required in advance of IEP.
- Develops intervention plans including measurable goals and objectives with strategies for meeting them.
- Contacts parent and case manager and obtains a signed excusal form when unable to attend an IEP meeting.
- Coordinates intervention plan with parents and other members of the instructional team.
- Implements plan directly or through training and supervising parents, instructional personnel and/or certified occupational therapy assistant.
- Monitors student response to intervention and modifies strategies as indicated to attain goals.
- Identifies and evaluates design adaptive equipment to assist students in self care and academic activities.
- Provides training, direction and supervision for ancillary staff as assigned.
- Develops appropriate home or community programming to maintain and enhance the performance of students in their natural environments.
- Recommends termination of service when benefit has been achieved.
- Collaborates with peers in developing recommendations for protocol and procedures.
- Assists in developing transition plans for students moving to other environments.
- Works cooperatively with personnel from the student's district of residence and/or agencies providing services to the student or family.
- Participates in professional growth activities in special education and in pediatric occupational therapy.
- Adheres to policies and procedures of Placer County Office of Education (PCOE), Placer Special Education Local Plan Area (SELPA) and assigned school districts and sites.

OCCUPATIONAL THERAPIST I, II & III/PAGE 2

In addition to the above, Essential Functions and Responsibilities of an Occupational Therapist III include:

- May plan and coordinate team meetings.
- May represent PCOE Special Education Department at SELPA-wide, community and interagency meetings.
- Provides mentoring to occupational therapy employees or agency personnel.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

Occupational Therapist I

- A Bachelor's degree or higher from an accredited college or university with a major in occupational therapy is required.

Occupational Therapist II

- Evidence of attainment of a MA/MS degree in Occupational Therapy or at least two of the following:
 - Sensory Integration Praxis Test Certification
 - Neuro-Development Therapy Certification
 - Advanced Practice Certification-Swallowing Assessment, Evaluation and Intervention
 - Board Certification in Pediatrics

Occupational Therapist III

- Same as that of an Occupational Therapist II.

Experience:

Occupational Therapist I

- Two years experience in occupational therapy with a primary focus on pediatric clients.

Occupational Therapist II

- Two years of successful work experience comparable to that of an Occupational Therapist I with PCOE.

Occupational Therapist III

- Five years of successful work experience comparable to that of an Occupational Therapist II with PCOE.

OCCUPATIONAL THERAPIST I, II & III/PAGE 3

Knowledge, Skills and Abilities:

- Knowledge of child growth and development.
- Knowledge of common disabling conditions of children.
- Knowledge of theory and practice of occupational therapy as applied to infants, children and youth.
- Knowledge of strategies and methodologies in educational settings.
- Knowledge of special education law relative to occupational therapy services.
- Skills and ability to administer appropriate assessments
- Skills and ability to interpret history and assessment data.
- Skills and ability to design and implement appropriate intervention strategies.
- Skills and ability to communicate clearly and concisely both verbally and in writing.
- Skills and ability to work effectively with parents, community and education colleagues.
- Skills and ability to function as a positive, contributing member of an educational team.
- Skills and ability to develop a schedule and manage time effectively.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess current certification as an Occupational Therapist from the National Board of Certification of Occupational Therapists and current licensure from the California Board of Occupational Therapy.
- Must possess valid CPR Certification.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

OCCUPATIONAL THERAPIST I, II & III/PAGE 4

- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Occupational Therapist I: 42.0
Occupational Therapist II: 44.0
Occupational Therapist III: 46.0

Reviewed and Approved:

Supervisor: _____ Date: 7-16-17

Human Resources: _____ Date: 7/10/17