

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

OCCUPATIONAL THERAPIST

Classified Management

DEFINITION OF POSITION

Under the supervision of the Director of Special Education or designee, the Occupational Therapist participates as a member of a trans-disciplinary team assessing PK-12th grade students, and adults (ages 18-22) to determine current levels of motor development, areas of family concern, and the student's developmental areas of need. They will develop and monitor student goals requiring Occupational Therapy services. The Occupational Therapist will also provide educationally related occupational therapy services to students with various disabilities, according to the student's Individualized Educational Program (IEP). Additionally, they will provide assessment, consultation, and direct occupational therapy to students within educational, developmental and functional parameters, develop and implement individual and/or group occupational therapy intervention plans.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Participate as a member of the educational IEP team;
- Provide educationally related occupational therapy assessment in areas of suspected disability;
- Develop individual student baseline, goals, and therapy intervention plans;
- Provide educationally relevant occupational therapy interventions to students;
- Consult with and train classroom personnel to implement intervention plans in the students' school environment;
- Prepare reports and maintain records as required;
- Maintain confidential information and operational records and files, including data collection;
- Monitor and report on individual progress of students, review on an annual basis, and reassess on a triennial basis;
- Facilitate student independence;
- Perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and methods of occupational therapeutic techniques;
- Theory of physical and mental rehabilitation underlying the practices of occupational therapy;
- Activities of daily living;
- Psychodynamics of individuals with disabilities;
- Child development and growth including neurological and physical dysfunction;
- Principles of consultation.

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Ability to:

- Design and fit adaptive devices;
- Administer required assessments and evaluate student progress;
- Identify and analyze areas of developmental and sensory motor dysfunction;
- Recommend educationally related treatment objectives and implement therapy;
- Develop and implement appropriate treatment plans;
- Consult with classroom staff regarding motor, sensory, perceptual, and self-care programs;
- Lift and move moderately heavy objects and assist in student positioning;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work to meet schedules and timelines;
- Prepare complete and concise written reports;
- Be flexible and receptive to change;
- Define problems, collect data, establish facts, and draw valid conclusions;
- Build relationships with students, staff, families, and the community;
- Work effectively with diverse groups, including families, staff and administrators;
- Respond to phone calls, emails, and other correspondence in a timely manner to maximize effectiveness and minimize potential issues.
- Multi-task and work under stressful conditions and multiple deadlines.

EXPERIENCE/EDUCATION

- Bachelor's Degree in Occupational Therapy
- Master's Degree (desired, not required)
- Certification as an Occupational Therapist Registered (OTR) by the American Occupational Therapy Certification Board
- Bilingual English/Spanish, both oral and written (desired, not required)
- Advanced training in sensory integration (desired, not required)
- Experience working with children in an occupational therapy or educational setting is highly desirable
- Experience working with students aged 3-22 years old and with diverse disabilities

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient vision to read printed and electronic material
- Sufficient hearing to conduct in person, telephone, and online platform conversations
- Sufficient volume, tone, and diction in conversation, on the telephone, and in addressing groups
- Sufficient physical mobility, and dexterity of hands and fingers to operate technology and other devices
- Sit and stand for prolonged periods of time
- Lift and/or carry up to 25 lbs., at waist height for short distances

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WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, as well as school sites and classrooms
- Travel to school sites

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Valid California Driver's license

BOT 5/16/2023