



HUNTINGTON BEACH CITY SCHOOL DISTRICT

OCCUPATIONAL THERAPIST

Established date: 1/16/2018

Revision date:

DEFINITION:

Under the supervision of the Director of Special Education, provides educationally related assessment, consultation and direct or indirect occupational therapy treatment and services to identified students birth to 22 years with special needs; attends and participates in Individualized Education Plan (IEP) meetings and serves as part of a multi-disciplinary team; prepares records, assessments, treatment plans, reports and billings; performs related work as required.

REPRESENTATIVE DUTIES (but are not limited to):

1. Evaluates students using standardized tests, observation, and clinically derived surveys; assesses student needs and abilities regarding the access to educational curriculum, recommendations and appropriate occupational therapy program to help students meet their educational goals and to prepare written evaluations.
2. Provides direct, indirect and consultative occupational therapy services based upon needs determined through established processes to individual or groups of students according to Individual Education Plans (IEP); identifies and evaluates occupational therapy needs of students, especially related to areas of dysfunction in fine, visual and gross motor skills, sensory integration/impairment, posture, movement, and functional self-help skills.
3. Conducts assessments of student progress on an ongoing basis and develops reports to determine need for occupational therapy; reviews history of past school-based IEP and OT reports; observes and interviews students, teachers and parents to assess student's fine, visual and gross motor functions in the classroom, outdoor and in other school learning environments.
4. Consults and communicates results of evaluations and reports of occupational therapy services to education staff parents, other professionals, and agencies concerned with the students; serves as liaison to District staff, physicians, parents, teachers and other agencies in implementing a treatment plan.
5. Provides consultation to school personnel and families implementing occupational therapy interventions; schedules appointments and meetings.
6. Provides recommendations, accommodations and environmental modifications to increase accessibility to the classroom for students with special needs.
7. Attends and participates in meetings, Individualized Education Plan (IEP) meetings and professional development trainings; serves on teams and committees as assigned to determine appropriate goals based on Occupational Therapy assessments and present levels of student performance.
8. Devises a treatment program aimed at improving the identified areas of function, as they relate to the child's educational needs.
9. Participates in the Individualized Education Plan (IEP) meeting to develop/update goals and objectives; provides direct service and consultation in order to meet these goals.
10. Prepares and maintains treatment records, logs, and reports as required for compliance with various State, federal, and administrative regulation; maintains documentation of assessments, treatments, contacts, equipment tracking, billings and daily records concerning occupational therapeutic activities.

11. Inventories and orders occupational therapy equipment and supplies in accordance with established protocols, District policies and educational relevance; set-ups and adjust therapeutic equipment for treatment sessions.
12. Operates a variety of therapeutic, sensory-motor and other equipment such as swings, bolsters, therapy balls, fine motor toys, adapted equipment and related devices and maintains an orderly treatment area.
13. Train and provide work direction to Certified Occupational Therapy Assistants and assigned classroom staff; review daily treatment notes with COTA's; discuss and revise treatment activities and treatment schedules..
14. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge Of:

- Current methodology and practices, including fine, visual and gross motor skills, sensory integration, and functional self-help skills
- Occupational therapy strategies, techniques and methodologies in educational settings using evidence based practices.
- Evaluation techniques for student assessment of sensory processing and integration, self-regulation, postural reflexes, motor coordination, and visual perceptual skills.
- Operation of a variety of occupational therapy, mobility, positioning and medical equipment.
- Occupational therapy assessment tools and techniques including PDMS-2, BOT and SFA.
- Education and developmental needs of children.
- Developmental disabilities, diagnosis and syndromes.
- Health and safety regulations
- Proper lifting techniques
- Applicable laws and regulations concerning medical records, occupational therapeutic services and IDEA.
- Applicable sections of the State Education Code and special education relative to occupational therapy services.
- Applicable treatment modalities, techniques, and therapy for the pediatric populations in the school setting, including assessment tools, treatment approaches and adaptive equipment for children with (including but not limited to) Cerebral Palsy, neuromuscular diseases, orthopedic conditions, and genetic syndromes.

Ability To:

- Use a variety of current methods, techniques, and occupational therapy practices with children.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Use and care of material, supplies, and equipment.
- Travel to multiple sites/locations
- Understand and carry out oral and written instructions.
- Compose and comprehend written reports, treatment logs, etc.
- Use computer programs such as email, student data systems, billing systems, etc.
- Operate a variety of therapeutic, sensory-motor and other equipment used in performing occupational therapy services.
- Establish and maintain effective cooperative working relationships with staff, students, parents, other professionals, and agencies.
- Establish and meet deadlines.
- Exercise sound judgement.
- Work accurately, independently, and confidently.

EDUCATION AND EXPERIENCE:

- Master's degree from an approved occupational therapy program consistent with licensing requirements.
- Experience providing general occupational therapy services, preferably in an educational and/or pediatric setting.
- Valid California driver's license

LICENSES AND OTHER REQUIREMENTS:

- Valid Board certification from the National Board of Occupational therapy (NBCOT)
- Valid license from the California Board of Occupational Therapy (CBOT).
- Valid California driver's license.
- Non-Violent Crisis Intervention certification
- First Aid and CPR Certification

WORK ENVIRONMENT:

- Indoor office/classroom and outdoor working environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Physical Demands:

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.

- Reaching overhead, above the shoulders and horizontally to utilize therapy equipment.
- Sitting or standing for extended periods of time while working with students..
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate therapy equipment.
- Seeing to monitor children and read a variety of materials.
- Bending at the waist, kneeling or crouching to assist students.
- Pushing or pulling wheelchairs, mobility and other therapy equipment.
- Lifting, carrying, pushing or pulling objects up to 50 pounds; occasional lifting, carrying, pushing or pulling heavy objects up to 75 pounds with assistance.
- Walking to and from designated locations.

Hazards:

- Potential exposure to dissatisfied or abusive individuals.