



**JOB TITLE: OCCUPATIONAL THERAPIST**

**DEFINITION:**

Under supervision of the Director of Student Support Services, to provide a program of Occupational Therapy in the Newhall School District; to complete assessments of individual student's needs for therapy; to collaborate with district personnel and parents regarding therapeutic activities, and to do related work as required.

**ESSENTIAL FUNCTIONS:**

- Processes referrals and prepares assessment reports for occupational therapy within mandated timelines.
- Assesses students' abilities and performance in activities that are meaningful, related to curriculum and applicable to activities of daily living to determine educational need for therapy.
- Develops, coordinates and implements individual occupational therapy intervention plans and supports the IEP goals and objectives.
- Maintains a safe and orderly treatment area.
- Collaborates with teachers and parents regarding plans for occupational therapy services including classroom modifications and home programs.
- Recommends, designs, creates and assists in the procurement of equipment necessary for the students to meet their IEP goals.
- Documents findings, actions taken, recommendations made regarding areas of service and maintains records as required by law.
- Reevaluates students' occupational therapy program in relationship to the goals yearly prior to the IEP and attend IEP meetings.
- Trains and supervises technical staff as directed.
- Provides inservice technical assistance to parents and District personnel as needed.
- Acts as liaison between contract services agencies/providers and school district.
- Develops individual occupational therapy intervention plans.
- Other related duties as required.
- Supervise, train, monitor and evaluate work of assigned occupational therapist assistance.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

**EXPERIENCE AND EDUCATION:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Bachelor's Degree from an accredited college or university in Occupational Therapy, accredited by the Council for Occupational Therapy Education. Previous employment as an Occupational Therapist with children in a school based setting is desired or the combination of training and experience that provides the desired knowledge and abilities is required.

**Licenses and other Requirements:**

Certification with the National Board for Certification in Occupational Therapy (NBCOT).  
Certification of clinical competence as a Registered Occupational Therapist (California Board of Occupational Therapy).



Professional license when required.  
Valid California driver's license and availability of private transportation.  
Possession of valid first aid and CPR certificates.

**Mental Demands**

**Language Skills:**

Ability to: read and understand technical procedures or instructions; write routine reports, correspondence and procedures, using correct English usage, grammar, punctuation, spelling and vocabulary; communicate effectively in English, with others including employees, students, and the general public.

**Mathematical Skills:**

Ability to: add, subtract multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability:**

Ability to: solve practical problems and deal effectively with a variety of situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral diagram, or schedule form.

**Other Skills and Abilities:**

Demonstrate knowledge of:

District administrative policies, organization, and operation.

Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.

State and Federal laws and regulations governing the special education department.

Fundamental principles and accepted trends in the field of school occupational therapy.

Typical disabilities, developmental levels and characteristics of students with special needs in the elementary schools.

Occupational therapy techniques commonly used in the educational system.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Demonstrated abilities to:

Plan, organize and conduct an occupational therapy program for physically, cognitively and/or emotionally involved children with consideration of I.D.E.A., N.C.L.B.,

Occupational Therapist Practicing Act and Section 504.

Physical ability sufficient to perform the essential functions of this position.

Work independently.

Use a variety of current methods, techniques, and practices in occupational therapy.

Communicate effectively with elementary special needs.

Understand the physical, intellectual, social and emotional growth patterns of students.

Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

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 individual with disabilities to perform the essential functions.



**Body Movement:**

Ability to conduct verbal conversation.

Ability to hear normal range verbal conversation (approximately 60 decibels).

Ability to sit, stand, stoop, kneel, bend, walk, and jump.

Ability to sit for sustained periods of time.

Ability to kneel or squat for extended periods of time.

Ability to climb slopes, stairs, steps, ramps and ladders.

Ability to sustain strenuous manual labor for 8 hours.

Ability to exhibit full range of motion for:

- Shoulder external rotation and internal rotation.
- Shoulder abduction and adduction.
- Elbow flexion and extension.
- Shoulder extension and flexion.
- Back lateral flexion.
- Hip flexion and extension.
- Knee flexion.
- Able to demonstrate manual dexterity necessary to assist students with physical needs.
- Able to maintain confidentiality in accordance with federal regulations.
- Ability to carry 80 lbs.
- Ability to lift 80 lbs.

**Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 50 pounds.

**Vision Requirements:**

Ability to: see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

**WORK ENVIRONMENT:**

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

**Position Environment:**

School site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

**Exposures, Risks and Hazards:**

Normal risks and hazards associated with operating computers and computer-related equipment.

Approved by the Governing Board: 10/21/03



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**