North County Joint Union School District
500 Spring Grove Road
Hollister, CA 95023

CLASSIFIED POSITION

JOB TITLE: Occupational Therapist

SALARY: (See Occupational Therapist Salary Schedule)

Description of Basic Functions and Responsibilities

Under the direction of the Coordinator of Administration, serves as a member of a multi-disciplinary team to conduct assessments of referred students, provides consultation and/or direct services to eligible students with disabling conditions, and completes annual and triennial reviews of enrolled students.

Examples of Duties

- In collaboration with a multi-disciplinary team, assess and report on educational needs of referred students in the areas of: perceptual motor skills, motor coordination, self-care, sensory development, muscle strength, range of motion, postural reflexes, and vocational skills.
- Develop and provide direct treatment programs and/or consultation services for eligible students aimed at improving identified areas of weakness as they relate to the student's educational needs and as outlined in Individualized Education Plans (IEPs).
- In collaboration with a multi-disciplinary team, conducts annual and triennial reviews of enrolled students.
- Prepare for and participate in IEP meetings.
- Maintain accurate student records according to legal guidelines and local policies.
- Provide an instructional environment which stimulates learning and personal-social development.
- Maintain an inventory of appropriate instructional materials and equipment.
- Contact and conference with parents on a regular and as-needed basis.
- Act as a consultant to: students, parents and staff.
- Participate with other support staff as a member of the educational team.
- Attend staff meetings (if directed).
- Attend conferences and workshops as authorized for professional growth.
- Establish and maintain positive relationships with district and county personnel, parents, students, and community members.
- Perform other duties as assigned.

QUALIFICATIONS

Education and Experience

- Bachelor of Science Degree from an accredited university.
- Current American Occupational Therapy Association (AOTA) Registration.
- Previous experience working as a registered OT within the school setting preferred.

Knowledge of:

- Normal and abnormal child development, assessment of disabilities, and cultural differences.
- Oral and written communication, observation, and consultation, meeting management, and current education practices.
- Appearance, grooming, and personal style that facilitates positive working relationships and promotes a professional image.
- Principles and methods of occupational therapeutic techniques
- Theory of physical and mental rehabilitation underlying the practices of occupational therapy.
- Objectives of occupational therapy, treatment and services.
- Skeletal anatomy, neuromuscular function and dysfunction.
- Kinesiology and occupational therapy modalities.
- Principles of consultation, training, and supervision.
- Health and safety regulations.
- Effective record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Established occupational therapy procedures.
- District organization, operations, policies, and objectives.

Ability to:

- Organize and prioritize work, adjust to changing circumstances, act decisively, and accept responsibility for decisions.
- Effectively manage meetings.
- Work well with others.
- Identify and analyze areas of development and sensory-motor dysfunction.
- Develop and carry out treatment plans, goals, and objectives to correct sensory-motor dysfunction.
- Provide consultation for classroom and home management of motor, sensory, perceptual, and self-care programs.
- Explain and provide training of occupational therapy and rehabilitative principles.

- Provide direction to assigned staff.
- Establish and maintain occupational therapy files and treatment logs.
- Apply appropriate occupational therapy procedures in work with students.
- Understand and follow written and oral directions in English.
- Meet schedules and time lines and complete all assigned work in a timely manner.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, explain and follow rules, regulations, policies, and procedures.
- Maintain records adhering to established procedures.
- Work under pressure of deadlines and time constraints.
- Ability to maintain emotional control under stress.
- Ability to deal with interruptions.
- Ability to deal with both adults and adolescents.

Physical Demands of Position:

- Ability to stand, sit, walk, twist, stop, crouch, climb, kneel, bend over, grasp, reach overhead, push, and pull.
- Ability to see for the purposes of reading computer screens, hand held computers or cell phone screens, manuals, labels and printed matter.
- Ability to stand/walk for extended periods of time on a variety of surfaces.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand normal conversation.
- Ability to lift 25 pounds.
- Ability to carry 25 pounds.
- Ability to operate office equipment.
- Ability to reach in all directions.
- Ability to perform fine motor coordination.

Work Environment

Inside and outside school environment.

Work Hazards

Subject to exposure of communicable or infectious diseases. Tasks may be performed with exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature, and noise extremes, traffic hazards, violence, disease or pathogenic substances.