

MONTEREY COUNTY OFFICE OF EDUCATION

OCCUPATIONAL THERAPIST (OT) SPECIAL EDUCATION

CLASSIFICATION: Classified Professional
SALARY LEVEL: P-3
WORK YEAR: 220

DEFINITION:

Under the direction of the Director of Special Education, the Occupational Therapist is responsible for participating with an integrative collaborative team to provide assessment, consultation to parents and teachers; performing consultation services and direct treatment for students with special needs and disabilities from birth to age twenty two; providing occupational therapy services, intervention, treatment and activities to enhance sensory processing, perceptual-motor skills, motor coordination, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students; conducting student assessments and providing recommendations for occupational therapy intervention; developing, implementing, evaluating and modifying occupational therapy treatment plans and interventions in response to student needs and disabilities.

SUPERVISOR:

Director of Special Education

POSITION(S) SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

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

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Prepare and conduct initial, triennial, annual assessments and evaluations; confer and collaborate with teachers, staff, parents, medical providers, outside agencies and others in conducting assessments and observations; provide recommendations for occupational therapy intervention as appropriate; provide occupational therapy services, intervention, treatment and activities; support and assist parents and caregivers with implementing and meeting therapy goals
- Provide occupational therapy services, intervention, treatment and activities to meet specific student Individualize Educational Program (IEP) and therapeutic goals; evaluate students using standardized tests, observations and/or clinically derived surveys to enhance sensory processing, perceptual-motor skills, motor coordination, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students; establish and maintain treatment, intervention and objectives to improve student functioning and enhance learning; provide occupational therapy services,

intervention, treatment and activities and assess need for adaptive devices and vocation skills based on child's educational needs

- Develop and implement daily treatment plans and interventions for individual students according to student needs and disabilities; collaborate with staff, service and medical providers to develop and monitor student therapy plan; utilize physical, manipulation, positioning, environmental modification and other therapeutic techniques and strategies; manage OT caseloads throughout the County; monitor, evaluate and adjust individual treatment plans and therapy activities in response to the needs and progress of individual students
- Write concise and detailed annual, extended school year reports and IEP occupational therapy goal development including benchmark reviews; develop content for OT newsletter
- Design and develop materials and specialized programs for individual student use in the classroom and at home to meet student needs IEP goals; monitor and consult with paraprofessionals who use and carry out specialized programs
- Provide consultation and training to teachers, staff and parents regarding occupational therapy and related students, treatment, interventions, assessments, principles, theories, standards, guidelines, requirements, practices and procedures; provide training in areas of safe lifting techniques, sensory processing and the role of the Occupational Therapists in the classroom
- Attend and participate in IEP and other assigned meetings and conferences concerning students with special needs; collaborate with faculty, staff and administrators in the formulation, development and implementation of IEPs, intervention plans and related services, goals and objectives; collect and record data for IEPs and occupational therapy files
- Utilize and adapt a variety of intervention and treatment tools, equipment and materials during therapeutic activities; adjust and demonstrate the use of various therapeutic equipment as needed; evaluate and identify adaptive equipment needs and make adaptations to equipment to meet individual student needs; confer and collaborate with equipment providers in meeting student needs
- Prepare detailed and concise notes concerning daily therapy activities and student responses and progress; compile information and prepare and maintain various records and detailed written reports concerning students, goals, objectives, progress, assessments, interventions and assigned activities
- Communicate with students, staff, faculty, outside agencies and others to exchange information and resolve issues or concerns
- Attend and participate in various in-services, professional development, committees and workshops as directed
- Operate a variety of office equipment including a copier, fax machine, computer and other assigned equipment and software; utilize adaptive therapeutic equipment and tools; drive a vehicle to conduct work and attend meetings
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited college or university in occupational therapy or a related field
- One (1) year experience providing occupational therapy to children with various disabilities in an educational, rehabilitative or related setting

Knowledge of:

- Principles, methods, equipment and techniques of occupational therapy
- Applicable federal, State and local laws, regulations and legal mandates related to education, health and safety codes
- Theory of physical and mental rehabilitation related to occupational therapy practices
- Practices, procedures and techniques involved in the development and implementation of treatment plans and interventions for individual students according to student needs and disabilities
- Child growth and developmental disabilities, diagnosis and syndromes and applicable treatment, assessment and techniques
- Developmental foundations and neurodevelopmental implications related to learning, behaviors and educational success
- Motor and reflex development
- Skeletal anatomy, neuromuscular function and dysfunction
- Operation of a variety of office equipment, a computer and assigned software
- Proper selection, operation and adaptation of therapeutic equipment and assistive technology
- Oral and written communication skills
- Record-keeping and report writing techniques
- Health and safety regulations
- Interpersonal skills using tact, patience and courtesy

Skills and Abilities:

- Perform a variety of professional activities involved in the observation, assessment and treatment of needs among identified students with special needs as they relate to occupational therapy
- Understand applicable federal, State and local laws, regulations and legal mandates related to education, health and safety codes
- Provide occupational therapy services, intervention, treatment and activities to enhance motor, sensory

processing and coordination, perceptual-motor skills, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students

- Participate in the formulation, development and implementation of IEPs, benchmark reviews, plans and related services, goals, objectives and options
- Select and deliver appropriate interventions
- Conduct student assessments, quantify objectives and provide recommendations for occupational therapy intervention
- Document and quantify objectives for OT intervention
- Prepare and maintain detailed and accurate records and reports according to applicable standards
- Operate therapeutic equipment and assistive technology
- Communicate effectively both orally and in writing
- Work independently with little direction
- Plan and organize work
- Meet schedules and time lines

Desirable Qualifications:

- Bilingual/Biliterate in Spanish
- Ability to communicate in Manually Coded English (MCE), American Sign Language (ASL), Signing Exact English (SEE)/or Signed English

Licenses and Certifications:

- Occupational Therapist Certification issued by the National Board for Certification in Occupational Therapy (NBCOT)
- State Occupational Therapist license
- CPR and first aid certification to be obtained within first 6 months of employment
- California Driver's License with evidence of insurability