

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION¹

JCN: 294
EXEMPT

OCCUPATIONAL THERAPIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide occupational therapy assessment, consultation and treatment for students, birth through 22 years of age, enrolled in or referred to special education; provide in-service training; promote motor development and student participation in everyday educational program routines and activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Adhere to established timelines and schedules for Individual Education Program (IEP) development and implementation, report writing, documentation, billing, daily work schedules and other required timelines and schedules.
- Assist in the evaluation of assistive technology needs and the functional impact of a recommended device.
- Collaborate with Physical Therapists, physicians, and/or other medical personnel.
- Collaborate with teachers and other members of the IEP team to create IEP goals, identify staff training needs, promote skills required to perform activities related to IEP goals, and suggest environmental modifications that support progress given each student's unique learning needs.
- Develop and implement in-services for applicable program staff, parents, and administrators as assigned; provide guidance to enhance students' function and quality of life including, but not limited to, modification of tasks or environments to allow maximum independence; provide strategies to address student needs related to Occupational Therapy interventions
- Develop, implement, and regularly evaluate a therapy intervention plan in support of the IEP; offer a continuum of services including integrated classroom activities, group and individual interventions, and environmental, curricula and materials adaptations or modifications.
- Document evaluation, goals, treatment plan, and summary of treatment in the student record in accordance with SELPA and/or county office policies and procedures, California Occupational Therapy Practice Act section 2570.185 et. sec., and/or federal mandate.
- Identify assigned students' strengths and determine factors interfering with learning and participation in the context of curricular activities, routines and environments.
- Maintain appropriate communication with students, parents, staff, related medical personnel, and supervisor.
- Maintain professional knowledge and technical progress in order to provide assigned students with appropriate treatment program.
- Make recommendations to assigned supervisor for occupational therapy services and program delivery models.
- Serve as a member of the educational team to determine the educational necessity for Occupational Therapy (OT) services; assess assigned students' performance in activities that are meaningful, curriculum oriented, and applicable to daily life routines in accordance with professional, local, State, and Federal regulations and mandates.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.

¹Unrepresented

- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current pediatric occupational therapy principles and practices including teaching self-care and other life skill activities; improving sensory processing, organization and integration; improving postural stability and fine motor abilities; and using environmental adaptations and assistive devices.
- Educational and developmental needs of students, including but not limited to, those with severe intellectual disability, learning disability, emotional disability, autism, and physical disability.
- Report writing and record keeping techniques.
- Psychological impact of a disability on a student and family.
- Typical growth and development of children.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Establish and meet deadlines.
- Learn new policies and procedures.
- Plan, organize and conduct occupational therapy assessment, intervention, and consultation services within the educational setting in accordance with local, state and federal guidelines.
- Properly use and care for the therapy, materials, supplies and equipment.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION

- Bachelor's degree in occupational therapy from a university certified by ACOTE (Accreditation Council for Occupational Therapy Education) or AOTA (American-Occupational Therapy Association), or approved by AOTA's Career Mobility Program.
- Master's Degree in Occupational Therapy or equivalent when certified prior to 2007.

EXPERIENCE:

- One year experience in Occupational Therapy preferred.
- Experience with children with severe and physical disabilities, including pediatrics and sensory motor evaluation and training preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Board of Occupational Therapy License. California Board of Occupational Therapy Limited Permit will be considered.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Students may display potentially harmful behavior to self and/or others. Possible contact with blood and/or other bodily fluids.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 12/01/2006

Revised: 02/01/2007; 01/27/2012; 07/01/2018