



Leadership • Collaboration • Support

JOB TITLE: Occupational Therapist

CSEA Salary Schedule, Range 52

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general direction, provides assessment, consultation and/or treatment to children with disabilities who qualify for occupational therapy services.

DIRECTLY RESPONSIBLE TO

Manager, Occupational Therapy.

JOB REQUIREMENTS AND QUALIFICATIONS

- Graduation from an accredited program in occupational therapy.
- Current registration with the American Occupational Therapy Association as an Occupational Therapist.
- Certification from the National Board for Certification in Occupational Therapy (NBCOT) required.
- Current license from the California Board of Occupational Therapy required.
- Capacity to follow guidelines of determination and provisions of educationally necessary occupational therapies.
- Ability to understand, interpret, and provide educationally necessary therapies.
- Knowledge of and ability to provide occupational therapy assessments.
- Experience working with children as an Occupational Therapist, with experience working in a public education setting preferred.
- Possession of a valid California driver's license preferred.
- Ability to establish and maintain effective work relationships with county office personnel, school district personnel, outside agencies, and parents.

- Ability to communicate effectively, tactfully, and persuasively, both orally and in writing.

This work consists of complex professional duties at a senior level of job performance.

EXAMPLES OF DUTIES

- Processes referrals for students.
- Provides direct occupational therapy to students.
- Completes initial educationally related perceptual/sensory/motor assessments.
- Provides clinical supervision of Certified Occupational Therapy Assistants.
- Develops treatment plans and goals, with appropriate referrals to other agencies when necessary.
- Participates in the development of procedures, reporting forms, and records to manage the program.
- Prepares written reports.
- Attends initial IEP to review assessments and attends other IEP meetings as appropriate.
- Provides in-services, training, and consultation to special education staff and parents as needed.
- Maintains positive and open communications with staff, schools, parents, and agencies.
- Reviews occupational therapy/physical therapy progress reports.
- Maintains SELPA therapy rooms/equipment.
- Consults with non-public agencies in related areas.
- Attends appropriate in-service/staff development meetings.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification may coordinate the workflow for other staff members in operational unit.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)

Walking (30%)

Sitting (10%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (4)

Pushing and/or
Pulling Loads (3)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (1)