

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

SCHOOL OCCUPATIONAL THERAPIST

Certificated Job Description

IMMEDIATE SUPERVISOR:

Under general supervision, participate in the initial screening of students who may be at risk because of educational or physical limitations.

ESSENTIAL FUNCTIONS:

1. Provide for an educationally-related occupational therapy assessment which includes student observation, records review, interview, standardized and nonstandardized testing in areas of suspected disability.
2. Write the assessment report according to specified guidelines.
3. Develop long-term and short-term goals and objectives for the Individualized Education Program (IEP).
4. Coordinate the implementation of those goals and objectives with the IEP team to provide integrated services.
5. Develop an intervention plan that supports the IEP goals and objectives.
6. Consult with and train educational personnel to implement the intervention plan in the student's environment.
7. Monitor student progress toward goals.
8. Review the student on an annual basis.
9. Reassess the student on a triennial basis.
10. Communicate effectively via oral, written, or electronic means with educational staff, student, parents, and administration.
11. May act as a liaison between the school district and other agencies to coordinate students.
12. Comply with established confidentiality procedures regarding the release of student information.
13. Develop and implement training opportunities and inservices for educational staff and parents.
14. Perform other duties as required to maintain the integrity of the educational occupational therapy program.

15. Demonstrate continued professional growth through continuing education or advanced study, attendance at workshops, or coursework relevant to the student population to be served.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Demonstrate a consistent and understanding attitude toward students.
2. Appropriately and positively manage student behaviors.
3. Being able to kneel, squat, climb, crawl, manipulate equipment used in therapy and lift 50 lbs. are the essential physical requirements to be met for this position.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Basic concepts of postural stability, motor planning, fine motor coordination, activities of daily living, environmental adaptations and use of assistive devices, and sensory processing.
2. Knowledge of special education laws and mandates at the federal and state levels.
3. Appropriate English usage, punctuation, spelling, and grammar.
4. Basic arithmetical concepts.
5. Routine record storage and retrieval.
6. Management procedures.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Possess certification as Occupational Therapist, Registered (OTR) by the American Occupational Therapy Certification Board.
2. Sensory-integration certification desirable.

3. Possess or secure within six (6) months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

B. Experience:

1. Minimum of two years or more experience in pediatrics, including practice in assessment and therapy skills appropriate for the needs of a varied student population.

TS: gs

8/31/15

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