

Duties and Responsibilities of Occupational Therapist

Definition

An occupational therapist provides treatment for identified students in need of occupational therapy in accordance with the student's Individualized Education Program (IEP). This position determines needs, designs treatment plans, and monitors progress in accordance with laws, regulations, and District policies. Incumbents work under the general direction of the Special Education Administrator in developing and providing services for individual students to improve their academic performance.

Distinguishing Characteristics

Plan, organize, and conduct a therapy program for children with disabilities;
Respond to questions, inquiries, and complaints from parents, students, and teachers;
Explain processes and procedures as they apply to the therapy program;
Support staff efforts to include therapy techniques in the classroom setting;
Work with students, parents, staff, and community agencies;
Establish processes and procedures as they apply to the therapy program;
Communicate effectively in oral and written forms;
Prepare and maintain reports and keep case records;
Establish and maintain cooperative and effective working relationships with others;

Examples of Duties

Assess students' performance in activities that are meaningful, related to the curriculum, and applicable to daily life routines; develop a therapy intervention plan that supports the IEP goals, objectives/outcome and implement this plan in appropriate settings and curricula; attend IEP meetings as needed to review the occupational therapy assessment and/or progress of the students and assist with the development of student transition plans, programs, and goals; coordinate the implementation of goals/outcomes with the IEP team; identify and document student abilities and educational, developmental, or functional needs with the IEP team and develop long and short-term goals and objectives; document findings, actions taken, and/or recommendations regarding areas of services identified by program needs; maintain records as required by the Student Services Department; schedule, plan, and administer occupational therapy treatments for children with physical limitations, orthopedic impairments, and/or other problems for the purpose of aiding their physical rehabilitation according to IEP goals and the intervention plan developed for the student; achieve a maximum level of functioning in self-care activities with particular emphasis on muscle reeducation involving reach, grasp, release, opposition, coordination, relaxation and balance, and other activities of daily living; recommend,

design, create, and assist in acquiring adaptive equipment and special toys as needed; demonstrate and monitor the use of adaptive equipment; train and supervise an Occupational Therapy Assistant to provide occupational therapy to students; respond to questions, inquiries, complaints, and clarify occupational therapy goals and services to parents, students, teachers, and special education staff; provide assistance to educational staff as part of case management through consultation, training, and direct individual and group activities.

Required Qualifications:

Valid California driver's license

Training and Experience:

Maintain a valid current First Aid and CPR certification

Desirable Qualifications:

Current registration with the National Board of Certification in Occupational Therapy;
Experience providing occupational therapy services to children of various ages;
Experience working as part of an educational team.

Ability to:

- Learn school policies, methods, and practices generally used with students in a classroom setting;
- Work effectively with students and demonstrate a caring attitude;
- Project a warm and friendly manner and disposition;
- Use good judgment in a variety of circumstances and situations;
- Communicate effectively;
- Understand and follow oral and written directions;
- Establish and maintain cooperative and effective working relationships with students and adults;
- Communicate fluently in English and demonstrate oral and literate proficiency in reading, writing, and speaking of another language when identified as a requirement;
- Demonstrate proficiency in cardiopulmonary resuscitation (CPR) procedures when identified as a requirement.

Education:

Bachelor of Science Degree from an accredited university and registration with the National Board of Certification in Occupational Therapy.