Martinez Unified School District
Classified Job Description

Occupational Therapist
10 Months/Year

Reports to: Director, Student Services and/or District Program Specialist

Work Year: 185 Days

Primary Function:
The Occupational Therapist provides services to identified special education students that address the functional needs of the child related to adaptive development, adaptive behavior and play, and sensory motor and postural development. These services are designed to improve the child’s functional ability to perform tasks in school and include but are not limited to: (1) Identification, assessment and intervention; (2) Adaptation of the environment and selection, design and fabrication of assistive and orthotic devices to facilitate development and promote the acquisition of functional skills, and (3) Prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.

Responsibilities:
• Identify and evaluate occupational therapy needs of students, especially as related to specific areas of dysfunction in sensory-motor development;
• Conduct assessments of students to determine eligibility for occupational therapy services;
• Administer appropriate assessments to determine area of dysfunction;
• Gather and interpret data to evaluate student needs as a basis for treatment planning;
• Interpret assessment findings to parents, IEP teams and instructional teams;
• Provide individual or group therapy and/or treatment to correct specific areas of sensory-motor integrative dysfunction;
• Coordinate intervention plans with parents and other members of the IEP or instructional team;
• Implement intervention plans directly or through training and supervision of parents, instructional personnel and/or certified occupational therapy assistant;
• Provide consultation to educational staff and parents for classroom and home management of perceptual, motor, sensory, and self-care programs;
• Monitor student response to intervention and modify strategies as indicated to attain achievement of individual goals and objectives.
• Attend staff, IEP and other meetings as needed;
• Participate in meetings to coordinate occupational therapy goals and objectives with the student’s total educational program;
• Identify, evaluate and/or design adaptive equipment to assist students in self care and academic activities;
• Provide training, direction and supervision for ancillary staff, or instructional assistants assigned to the occupational therapy program;
• Create and maintain a work schedule to meet the service delivery needs of students on the caseload;
• Develop appropriate home or community programming to maintain and enhance the performance of students in their natural environments;
• Maintain and oversee the maintenance of student progress records and routinely report student progress to parents;
• Recommend termination of service when students have achieved their individual goals and objectives;
• Document evaluation results, treatment and follow-up. Submit these and other required reports as specified by the special education referral, assessment and IEP team meeting timeline;
• Collaborate with other occupational therapy professionals in developing recommendations for protocols and procedures;
• Assist in the development of transition plans for students moving to other educational or work environments;
• Work cooperatively with personnel from the district or other agencies providing services to the student or the student’s family;
• Participate in special education and pediatric occupational therapy professional growth activities;
• Adhere to the policies, procedures and practices of the Martinez Unified School District and the Contra Costa Special Education Local Plan Area (SELPA).

**Education/Credentials/Licenses:**
A Bachelor’s degree or higher from an accredited college or university with a major in occupational therapy. Two years of experience in occupational therapy with a primary focus on pediatric clients. Possession of a valid certificate of registration issued by the American Occupational Therapy Association. Possession of a valid California Driver’s license.

**ADA Requirements:**
The position requires the ability associated with prolonged periods of heavy physical labor. Ability to sit, stand, walk, occasionally lift objects weighing up to 70 lbs, a distance of two to four feet (transport students from wheelchairs to changing tables), push, drag and grasp objects, talk and hear conversations, near and far visual acuity and/or depth perception with accommodation for color vision and/or field of vision.

**Desirable Qualifications:**
- Knowledge of child growth and development;
- Knowledge of common disabling conditions of children;
- Knowledge of theory and practice of occupational therapy as applied to infants, children and youth;
- Knowledge of occupational therapy strategies and methodologies in an educational setting;
- Knowledge of special education law and compliance regulations relative to occupational therapy services;
- Skills and ability to administer appropriate assessments and interpret history and assessment data;
- Skills and ability to design and implement appropriate intervention strategies;
- Skills and ability to communicate clearly and concisely both verbally and in writing;
- Skills and ability to work effectively with parents, community and education colleagues;
- Skills and ability to function as a positive, contributing member of an educational team;
- Skills and ability to develop a schedule and manage time effectively;
- Access to reliable transportation to and between assigned school sites during the school day.

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