



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: Occupational Therapist

Reports to: Director of Pupil Services

Work Year: 10 Month, part time position

Salary Range: 15

Definition: Under general direction provides assessment, consultation and/or therapy for children who qualify for occupational therapy services. Lead the process in development, implementation, and coordination of the occupational therapy program.

Representative duties:

- Provides screening, assessment, educational program and transition planning, therapeutic intervention, and exit planning
- Develop individualized occupational therapy plans and goals
- Collaborates with other disciplines and services at departmental and system levels.
- Independently reviews outcomes and modify intervention programs.
- Provides direct occupational therapy to students.
- Prepares and reviews written progress reports.
- Participates in the development of procedures, reporting forms and records to manage the program.
- Maintains and oversees the maintenance of student progress records
- Attends IEP meetings to review assessments
- Provides in-service trainings and consultations to staff and parents as needed.
- Attends appropriate in-service/staff development meetings.
- Maintains open communication with staff, students, schools, parents and agencies.
- Maintains therapy rooms/equipment.
- Performs related duties as required.

Ability to:

- Develop individualized occupational therapy plans
- Understand, interpret and provide educationally necessary therapies.
- Gather and assess program evaluation data to modify services
- Maintain current reporting, documentation, scheduling, and billing in accordance with professional standards, state and local guidelines, and reimbursement requirements.
- Determine the need for an occupational therapy evaluation and to select and administer appropriate assessment tools to evaluate the student.
- Interpret the evaluation data and write a comprehensive report that reflects strengths and barriers to student's participation and occupational performance.



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- Participate collaboratively with multi-disciplinary educational teams to develop Individualized Education Programs to meet student needs.
- Develop occupationally based intervention plans based on evaluation information.
- Utilize clinical reasoning and professional judgment to ensure the safety of students
- Provide consultation for classroom and home management of motor, sensory, perceptual, and self-care programs.
- Speak and write effectively

Knowledge of:

- General concepts of child development and child behavior characteristics
- The influence of disabilities, socio-cultural and socioeconomic factors on student's ability to participate in occupations.
- Occupational therapy theories, models of practice, principles, and evidence-based practice to guide intervention decisions
- Federal, state, local legislation, regulations, policies and procedures that mandate and guide occupational therapy practice in schools.
- Theory of physical and mental rehabilitation underlying the practices of occupational therapy.
- Objectives of occupational treatment and services.
- Principles of consultation, training and supervision

Skills:

- Basic clerical functions
- Computer skills in a variety of computer programs
- Operate standard office equipment
- Effective oral and written communication
- Correct English usage, spelling, grammar and punctuation
- Perform basic mathematical calculations

Experience:

- Minimum one year experience as an occupational therapist, preferably in a school system or other pediatric practice setting.

Education:

- Any combination equivalent to a bachelor's degree in Occupational Therapy from an accredited college or university

Education/License/Testing:

- Valid license to practice occupational therapy
- A valid California Department of Motor Vehicles driver's license; TB Test; Criminal Justice Fingerprint clearance; Math and English proficiency test



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Physical Requirements: Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, run, stoop, reach and bend; requires lifting, pushing and or pulling books, supplies, equipment (mobility equipment) students and packages, approximately 50 pounds. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.