



POSITION: Occupational Therapist - ESY

REPORTS TO: Director of Student Services

SALARY RANGE: Range 56 on the Classified Salary Schedule

WORK YEAR: Summer ESY Program / Hourly as Needed

QUALIFICATIONS:

EDUCATION/EXPERIENCE

- B.A. or B.S. from an accredited school, as well as experience and/or training that meets or exceeds the skills and abilities described in this classification;
- Have and maintain certification with the American Occupational Therapy Certification Board (AOTCB);
- Strong background in Sensory Integration therapy and application in the treatment of Autism, Pervasive Developmental Disorder (PDD), and associated regulatory disorders; SCS IPTS Certification preferred;
- Have and maintain a valid California driver's license.

OVERVIEW:

Under general supervision, provide occupational therapy services to special need students exhibiting learning disabilities such as developmental delays, behavior disorders, perceptual motor/visual motor difficulties, gross and fine motor delays, or any other associated disorders interfering with a student's ability to benefit from his/her education program. Therapy may be provided on a direct, consultative, or monitoring basis.

RESPONSIBILITIES:

- Assess the developmental and educational needs of children with a variety of disabilities;
- Administer complete educational assessments and reassessments, including observations, record review, standardized/non-standardized testing in areas of suspected disability; interpret results, provide a comprehensive written report, and present findings at IEP meetings;
- Formulate and implement individual treatment plans as related to assessment, educational implications, and IEP Goals and objectives;
- Chart daily notes related to therapy activities and student responses;
- Adapt environment, equipment, materials, and activities according to student needs;
- Communicate and collaborate with other staff and family members as a means of effectively infusing therapy activities, in-home and in school, to optimize the overall program and student progress;
- Conduct in-services and other training programs for both school staff and parents as to the role and scope of Occupational Therapy in the intervention program of the School District;
- Provide direct training and assistance to instructional assistants and other support staff directly involved with students;
- Schedule treatments, meetings, and other associated responsibilities;
- Develop procedures, reporting forms, and records to manage the program and comply with Educational Standards;
- Work independently while following IEPs;
- Develop, implement, and oversee treatment plans, goals, and objectives;

- Communicate clearly through all mediums;
- Work with public and outside agencies, maintaining confidentiality of student records and information;
- Prepare reports, presentations, and materials, and present in a group setting;
- Work independently under general supervision;
- Observe legal and defensive driving practices;
- Prepare and maintain accurate records and filing systems;
- With appropriate training, may be called upon to provide First Aid or CPR;
- Establish and maintain cooperative and effective working relationships and interpersonal skills with others using tact, patience, and courtesy;
- Perform related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- An understanding of Developmental Foundations and Neurodevelopmental implications as related to learning/behaviors and educational success;
- Understanding of and ability to apply Educational versus Medical models in determining appropriate school-based therapy services;
- A thorough knowledge of report-writing methods and techniques.

MINIMUM REQUIREMENTS:

- Legal Authorization to work in the U.S.;
- Possession of a valid California Driver's License;
- Ability to pass a Department of Justice (DOJ) fingerprint clearance;
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

During the execution of this role, the employee will regularly engage in verbal communication or auditory activities. Additionally, the employee will frequently need to manipulate objects, tools, or controls using their hands and may also be required to extend their hands and arms. Occasionally, the role may entail standing, walking, sitting, climbing, balancing, as well as stooping, kneeling, crouching, or crawling.

Employee must be able to push and maneuver students in wheelchairs, safely lift and support students' weight for transferring from wheelchairs, toileting etc. Lifting and supporting students with weight up to 70 lbs. and frequent lifting and/or carrying of objects weighing a minimum of 20 lbs.

Dexterity of hands and fingers to provide occupational therapy procedures; hearing and speaking to exchange information in person or on the telephone and assist students; understanding voice and speech patterns; and seeing to read fine print.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is performed in a standard office and/or classroom environment. The employee is occasionally exposed to the risk of electrical shock. The work environment includes working directly with children. There are several activities and situations happening at once, and the employee must ensure that children are supervised at all times and that children are involved in safe and appropriate activities. The employee must be prepared to handle accidents and emergencies at any time.

The job entails the potential for exposure to adverse weather conditions and temperature extremes; exposure to blood-borne pathogens and communicable diseases; and interaction with disruptive and/or unruly individuals.

The noise level in the work environment is usually moderate.

NON-DISCRIMINATION POLICY:

The Palo Alto Unified School District does not discriminate in any program, activity, or employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

PAUSD is an equal-opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state, and local laws.