

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: OCCUPATIONAL THERAPIST I/II – EARLY LEARNING INTERVENTION

BASIC FUNCTION:

Provides occupational therapy expertise in the set-up and creation of a classroom environment conducive to supporting the sensory needs of all students; provides ongoing training to staff and families on topics related to occupational therapy in the Santa Clara County Office of Education (SCCOE) birth to 5-year-old service area; provides in-home consultations with families and childcare providers to establish an ideal environmental set-up; conducts small group therapy sessions; provides individual and group treatment to correct specific areas of sensory-motor integrative dysfunction; administers pediatric occupational therapy assessments to determine a student's level of function relative to the student's age and educational placement in such areas as fine/gross motor skill development, sensory motor integration, self-care and activities of daily living. Employees in this job class receive limited supervision from a school administrator or designee and will consult and provide therapy in a variety of classrooms/school/early intervention settings at more than one site, with many different educational team members. This job class requires independent clinical judgment, well-developed communication skills, and the ability to work in a variety of settings.

ALTERNATE CLASS SERIES SPECIFICATIONS

The Occupational Therapist I and the Occupational Therapist II serve as an alternate class series. Persons may be initially employed in either level depending on their qualifications. Persons employed in the Occupational Therapy I classification may reasonably expect to be reassigned to the journey-level classification upon the recommendation of the appointing authority. It is expected that a person employed as an Occupational Therapist I will be prepared for reassignment to Occupational Therapist II within a two-year period.

REPRESENTATIVE DUTIES

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Evaluates general education classrooms within the SCCOE's birth to 5-year-old service area; creates, sets up, and establishes a robust sensory classroom environment to support the sensory needs of all students.

Provides occupational therapy services to students enrolled in the general education birth to 5-year-old programs of the Santa Clara County Office of Education service area.

Facilitates trainings for county office staff and families on the appropriate implementation of occupational therapy strategies with the educational program.

Demonstrates educational and developmental strategies to students and families for successful home management of perceptual motor, sensory, and self-care programs; provides in-home consultations with families and childcare providers.

Administers pediatric occupational therapy assessments to determine a student's level of function relative to the student's age and educational placement in such areas as fine/gross motor skill development, sensory motor integration, self-care, and activities of daily living.

Develops occupational treatment plans and goals for rehabilitative care to improve student functional abilities and enhance their ability to learn.

Provides students with individual treatment and group therapy sessions to correct specific areas of sensory-motor integrative dysfunction; completes Medi-Cal billing for individual and group therapy sessions.

Develops occupational therapy treatment plans based on the educational goals to improve the student's functional abilities within the school and naturalistic settings.

Writes assessment reports identifying the student's needs and proposed treatment strategies, writes individual student goals and objectives as part of a treatment plan, maintains progress records; participates in meetings regarding individual students.

Monitors therapy programs and trains educational staff to incorporate appropriate occupational therapy treatment strategies into the educational program.

Provides on-site interpretation and summaries of assessment report results to families; recommends appropriate activities and materials designed to accomplish motor goals; sets and facilitates the development and family care of students.

Provides formal and informal in-services to educational staff and families in relevant areas, focusing on occupational therapy treatment principals as they relate to the development and education of children.

Consults and collaborates with medical and community agencies regarding occupational therapy services for students; participates in local and state presentations to large and small groups.

Adapts equipment to assure proper positioning and to enhance functional performance of the student, addressing the student's neuromuscular deficits and needs. May include design and fabrication of equipment, or recommendations for purchase of adaptive equipment as needed.

Consults with other members of the educational team regarding the mandated and best-practice roles of occupational therapy.

Administers the occupational therapy program as needed in terms of budget recommendations, space and equipment recommendations, occupational therapy program development and evaluation, and supervision/direction of any support staff or others (i.e., student interns) assigned to the occupational therapy program.

Refers students and families to related services which will assist the student's development.

Provides direction, training, and assistance to support staff assigned to the occupational therapy program.

Conducts in-service or other training programs for county office staff and school district personnel on the

role of occupational therapy as an educational service, normal sensory-motor development as related to learning, and identification of sensory-motor deficits.

Recommends future occupational therapy services to administration.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Intellectual, sensory, and physical development of children and young adults.

Skill in the application of occupational therapy techniques utilized in the assessment and treatment of children.

Educational and developmental needs of children.

Theory of physical and mental rehabilitation underlying the practices of occupational therapy.

Principles, methods and objectives of occupational therapy treatment, services, and techniques.

Skeletal anatomy, neuromuscular function, and dysfunction; kinesiology and occupational therapy modalities.

Consultation, training, and supervision principles.

ABILITY TO:

Assess classrooms and create a robust sensory environment.

Accurately assess the developmental status and educational needs of children and young adults.

Identify and analyze areas of developmental sensory-motor dysfunction.

Develop and implement treatment plans, goals, and objectives to correct sensory-motor dysfunction.

Collaborate with county office staff, families, and other occupational therapists.

Provide consultation for classroom and home management of motor, sensory, perceptual, and self-care programs.

Explain and provide training on occupational therapy and rehabilitative principles.

Provide direction to staff.

Communicate effectively orally and in writing and make presentations to small and large groups.

Maintain records and prepare complex reports.

Establish and maintain an effective and cooperative relationship with those contacted in the course of work, including individuals from various ethnic and cultural groups.

EDUCATION AND EXPERIENCE:

Occupational Therapist I: Possession of a valid license, eligibility for licensing, or Limited Permit to practice as an Occupational Therapist in the State of California according to the California Occupational Therapy Practice Act. Limited Permit Holders must pass the next scheduled examination as specified in the Business and Professions Code 2570 "Occupational Therapy Practice Act" or be released from position.

Occupational Therapist II: Possession of a valid license, or eligibility for licensing, according to the California Occupational Therapy Practice Act to practice as an Occupational Therapist in the State of California AND two years of clinical experience in pediatric therapy with emphasis on developmental disabilities and working in an educational setting. Experience in working collaboratively with teams and families are desired.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Driver's License and a driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

WORK ENVIRONMENT:

Office and classroom setting.

Driving vehicle to school sites to provide assistance to students and staff.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate equipment and perform assigned duties.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

Lifting moderately heavy objects.

Approved by the Personnel Commission: May 12, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 05/12/21