

TITLE: **COORDINATOR - OCCUPATIONAL THERAPY SERVICES**

QUALIFICATIONS:

1. Graduation from accredited school of occupational therapy
2. Valid certificate of registration as occupational therapist by American Occupational Therapy Association and California State license as occupational therapist
3. Knowledge of principles and current practices in field of educationally-related occupational therapy
4. Knowledge of operation and care of related equipment, supplies and materials
5. Experience in assessment, planning and providing occupational therapy; experience in school-based occupational therapy preferred
6. Knowledge of physical, intellectual, social and emotional development of children
7. Ability to communicate effectively, verbally and in writing, with students, parents, staff and community and to participate effectively as member of multi-disciplinary team to develop educational programs for children with special needs
8. Knowledge of principles and practices of clinical supervision, consultation and collaboration for educationally-related occupational therapy
9. Knowledge of and ability to apply relevant California codes, including Education and Business and Professions Codes
10. Ability to provide consultation and training to staff, parents, and others as appropriate regarding educationally-related occupational therapy
11. Ability to timely develop and maintain schedules appropriate records related to student occupational therapy services
12. Valid driver's license and personal automobile for use on district business

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To provide occupational therapy services to students referred for assessment by or enrolled in District special education programs and supervise related activities

PERFORMANCE RESPONSIBILITIES:

1. Conducts assessments of students to determine eligibility for educationally-related occupational therapy services
2. Reviews occupational therapy reports presented to Individualized Education Program (IEP) team from parents/guardians/outside agencies relative to educational needs for students within the District
3. Provides recommendations for educationally-related occupational therapy services procedures and protocols
4. Plans, schedules, implements and evaluates appropriate educationally-related occupational therapy programs; monitors student progress and evaluates plans on regular basis
5. Evaluates need for and provides training to staff and parents/guardians as appropriate for use of adaptive equipment to meet educationally-related occupational therapy needs
6. Assigns and supervises certified occupational therapy assistants and other staff as appropriate
7. Maintains accurate records and provides reports for use in IEP team meetings; attends IEP meetings as appropriate
8. Confers with parents/guardians regarding plans for educationally-related occupational therapy services
9. Maintains safe and orderly therapy area
10. Participates in ongoing professional development and maintains knowledge of current research-based educationally-related occupational therapy practices
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 32

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.

9/04