

EAST WHITTIER CITY SCHOOL DISTRICT
14353 East Whittier Boulevard
Whittier, California 90605
(562) 907-5900

JOB OPPORTUNITY

PLEASE POST

OCCUPATIONAL THERAPIST
Classified Management Position
District Office-Special Education

Competitive Salary Range
11 months – 40 hours per week – 5 days per week

Deadline to Apply – Open until Filled

DEFINITION

Under the direction of the Director, Occupational Therapy, provides educationally related occupational therapy services to students with various disabilities according to the students' Individualized Education Program (IEP). Provides assessment, consultation and direct occupational therapy to students within educational, developmental and functional parameters; develops and implements individual and/or group occupational therapy intervention plans.

ESSENTIAL DUTIES

Assess students' abilities and performance in activities that are related to the curriculum and applicable to activities of daily living. Assessment may include student observation, record review, interview, standardized/non-standardized test procedures; Identify and document student abilities and educational, developmental and functional needs, providing reports to the IEP team; Develop, coordinate, implement and monitor individual occupational therapy intervention plans that support the IEP goals and objectives; reevaluate plans on a regular basis; Assist in the development of student transition plans, programs and goals; Maintain progress notes and records regarding areas of services as required by law, Board Policy, Administrative Regulations, and the District; Write up assessment reports, progress reports and daily notes according to specified guidelines; Review reports from health care providers and coordinate occupational therapy service; Collaborate with District health personnel in the coordination of medical care protocols; Provide assistance to program staff as part of case management through consultation, training, and individual and group activities; Collaborate, consult and train teachers and other educational staff to implement activities that can be incorporated into a student's school day; Clarify occupational therapy goals, objectives and services and provide consultation to and respond to inquiries from parents, students, teachers, program staff, administrators and others; Attend IEP meetings as needed to review the occupational therapy assessment and/or progress of the student, and assist in the development of student IEP's; Supervise and train assigned staff and/or fieldwork students; Must demonstrate attendance sufficient to complete the duties of the position as required; Maintain a safe and orderly treatment area; Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Fundamental principles, techniques, and accepted trends in the field of occupational therapy; Child development principles, including intellectual, sensory, social, and emotional growth patterns and physical development of children; Educational and developmental needs of children with disabilities; School district administrative policies, organization and operations; State and Federal laws and regulations governing special education; Educational and medical applications of adaptive equipment; Generally accepted standards of health and sanitation; Record keeping techniques; Effective oral and written communication methods; Methods for scheduling assignments; Educationally-related occupational therapy versus medically-related occupational therapy.

Ability to:

Plan, organize and conduct an occupational therapy program for students with various disabilities; Apply various frames of references to the clinical techniques and practices of occupational therapy; Develop, coordinate, and implement effective intervention and transition plans, programs, and goals; Effectively assess students' abilities, needs, and performance, and develop appropriate plan of action in accordance with the IEP; Supervise and train assigned staff and/or fieldwork students; Work independently and perform numerous assignments simultaneously; Use effective scheduling methods to complete all tasks within the established time lines based on IEP laws and regulations; Communicate effectively with a variety of individuals or groups with culturally diverse backgrounds, both orally and in writing; Prepare and maintain case records, files and reports; Establish and maintain effective working relationships with parents, staff, students and community agencies; Operate a vehicle to conduct work; Observe legal and defensive driving practices; Work confidentially with discretion; Demonstrate mental acuity sufficient to perform the essential functions of the position; Demonstrate empathy, friendliness, patience and responsibility; Be motivated to produce high quality work product; Comprehend and follow directions; Maintain a work pace appropriate to the position; Work within strict timelines and stressful situations; Reason in the abstract, process information, make appropriate decisions, and make accurate calculations; Be motivated to excel, be participative and energetic.

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PHYSICAL ABILITIES

Vision to monitor students during classroom activities; hearing and speaking to exchange information and provide assistance to students; bending at the waist; walking and standing for extended periods of time; dexterity of hands and fingers to operate specialized equipment and instructional equipment; and lifting heavy students weighing up to 50 pounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in occupational therapy, and one year of supervised experience in occupational therapy working with children (0-11 years old) with severe disabilities. Working knowledge of sensory integration and motor evaluation and training preferred. A Masters or Doctorate Degree in Occupational Therapy is highly desirable.

LICENSE:

Valid license issued by the California Board of Occupational Therapy. Valid first aid and CPR certification, as well as meeting requirements to keep certificates current. Possession of a valid State of California Motor Vehicle Operator's License. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

CONDITION OF EMPLOYMENT:

DMV printout required. Insurability by the District's liability insurance carrier.

ENVIRONMENT:

Indoor and outdoor environment; subject to driving a vehicle to conduct work.

HAZARDS:

Aggressive behavior of students.

EMPLOYMENT ELIGIBILITY VERIFICATION:

Any person employed will be required to attest that he/she is a citizen or national of the United States or an alien lawfully authorized to work. We are obligated by law under the Immigration Reform and Control Act of 1986 to verify your employment eligibility with the completion of Form I-9.

APPLICATION PROCEDURE:

Application must be obtained from and submitted by the deadline to: Personnel Department, EWCSO office, 14535 East Whittier Boulevard Whittier, CA 90605. Interested EWCSO employees are to contact the district personnel department and are advised to submit a current application form.

SELECTION PROCEDURE:

Selection process may consist of any or all of the following: training and experience evaluation, written examination, performance test, technical oral interview, general qualifications appraisal interview, and physical examination. Applications are reviewed to select an interview group of those candidates who appear to possess the most extensive and relevant experience or abilities for the position. Not every candidate who meets the minimum qualifications is interviewed. It is, therefore, important that the application be thorough, detailed and clear.

FINGERPRINT:

Person selected for employment will not be able to start work until a fingerprint clearance is received from the Department of Justice.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER