

Nevada County Charter Services Authority

A California Joint Powers Agency

Classified Job Description

Job Title:	Occupational Therapist	Category:	Classified
Job Status:	At-Will	Reports to:	Director of Student Services
Salary:	\$86,030-\$109,384/year	Salary Schedule:	Occupational Therapist Salary Schedule (2024-25)
Salary Range:	Steps 1-12	# of Work Days:	190

SUMMARY OF POSITION

This position provides occupational therapy to students enrolled in the educational programs of the public charter schools served by NCCSA. The Occupational Therapist is responsible for providing interventions for sensory and motor processing delays or associated disorders that impact students' access to education. The Occupational Therapist will administer occupational therapy assessments to determine a student's level of function relative to the student's age and educational placement in areas such as fine/gross motor skill development, mobility, sensory-motor processing, self-care, and activities of daily living. Occupational Therapists are supervised by the Director of Student Services or designee. Therapists consult and provide therapy in a variety of classroom and school settings at more than one site, with educational team members, within a framework of special education policies and procedures. Independent clinical judgment, well-developed communication skills, and a solutions-based, student-centered focus are expected.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists teachers, special education staff, and administrators with the implementation of a Multi-Tiered System of Supports.
- Consults with teachers to select, design/modify classroom services (including learning activities, instructional groupings, lesson plans, educational materials, curricula, assessments, teaching and behavior management strategies, etc.) for assigned students to promote the sensory-motor processing, fine and gross motor skill development, and self-care skills, adhering to accommodations as appropriate.
- Consults and supports classroom teachers, parents, administrators and other school personnel to assist with educational planning, delivery of services and development of IEP goals.
- Participates in IEP and 504 team meetings and provides ongoing coaching to teachers and staff on teaching strategies.
- Writes present levels and completes relevant portions of IEPs promptly before the IEP.
- Assists the classroom teacher and/or educational specialist in providing effective, timely and quality feedback on student progress to parents, students, and other professionals

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as needed or required.

- Provides occupational therapy services to special needs students enrolled in the educational programs of the charter schools served by the Nevada County Charter Services Authority.
- Administers 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 processing delays, self-care, and activities of daily living.
- Completes and presents written assessment reports identifying the student's needs and proposed intervention strategies to improve student's functional abilities and enhance their ability to learn. Writes individual student goals and objectives as part of the IEP plan, and maintains progress records. Participates in the IEP meeting.
- Provide students with individual and/or group therapy sessions to address specific areas of sensory and motor processing delays as they impact the student's ability to participate in the educational program and environment.
- Develop occupational therapy intervention plans based on the educational goals for eligible students, in collaboration with the IEP or 504 team.
- Monitors therapy and educational staff trained to incorporate appropriate occupational therapy treatment strategies into the educational program; evaluates the effectiveness of the established program and makes modifications within the framework of the IEP process as necessary.
- Supports educational staff and families in providing relevant intervention supports and services in the areas of sensory and motor processing, fine and gross motor skill development, and self-care skills.
- Consults and collaborates with medical and community agencies who interact with the student regarding occupational therapy services for students.
- Monitors equipment to ensure proper positioning and to enhance the functional performance of the student, addressing the student's neuromuscular deficits and needs. Recommends adaptive equipment, as needed, for the individualized special education program.
- Maintains knowledge of the laws and policies governing Special Education and 504 policies in California that pertain to the delivery of occupational therapy services in schools.
- Consults with other members of the educational team regarding the mandated and best-practice roles of occupational therapy.
- Refers students and families to related services to assist with the student's educationally related development.
- Conducts in-service or other training programs for 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 required.

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LICENSE/CERTIFICATE REQUIREMENTS:

- Possess and maintain a valid form of transportation
- TB (Current within last 4 years) & Live Scan fingerprint clearances (or willingness to obtain)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Current California Registration as an Occupational Therapist **AND**
- Master's degree from an accredited college or university with coursework in occupational therapy.

KNOWLEDGE, SKILLS AND ABILITIES

Characteristics:

- Believe in the possibility of high achievement for all students
- Be aware of a wide variety of assessments, tools and curriculum to appropriately assess and support students academically, emotionally + behaviorally
- Be flexible and willing to work with the family, special education, and general education teaching staff to ensure positive outcomes
- Value social-emotional learning and growth
- Be committed to communication, teamwork, and involving all stakeholders
- Understand the value and necessity of neurodiversity, antiracist, and LGBTQ+ aware practices
- Possess excellent oral, written and interpersonal communication skills to communicate with students, parents, faculty and administrative staff
- Understand and maintain confidentiality and professionalism per NCCSA and site policies and state and federal requirements.
- Have proficient knowledge (or be willing and able to learn) about SEIS (our on-line special education information system) and Google Suite applications (Google Classroom, Calendar, Hangout, Docs, Sheets, Slides, etc.)

Knowledge of:

- Intellectual, sensory, and physical development of children and young adults.
- Awareness of the educational and developmental needs of children.
- Understanding of theory of physical and mental rehabilitation underlying the practices of occupational therapy, along with the principles, methods and objectives of occupational therapy treatment, services, intervention strategies, and techniques.
- Federal and state laws and regulations regarding special education and 504 plans.
- Appropriate public and community referral agencies, and the role of each as related to occupational therapy needs.

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Skills and Abilities to:

- Skill in the application of occupational therapy techniques utilized in the assessment and treatment of children with disabilities.
- Interact appropriately with agencies, students, parents, and professionals.
- Work independently with minimal direction.
- Belief in the ability of all students to succeed, given the right supports and skills.

SALARY: [Occupational Therapist Salary Schedule](#)

https://drive.google.com/file/d/1CpbsAuUVvKLPM_qM613jFBhon0-KbRw9/view?usp=sharing

WORKING CONDITIONS

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 the essential functions.

- Works indoors in a standard office environment.
- Work may be performed in indoor and outdoor environments.
- Exposure to dust, oils, and cleaning chemicals.
- Some exposure to childhood and other diseases in a school environment.
- May be requested to work outside of normal work days and office hours.

PHYSICAL REQUIREMENTS:

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.

- 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, pushing and/or pulling up to 50 pounds; lifting moderately heavy objects.

NCCSA is an Equal Opportunity Employer and considers all qualified applicants regardless of race, gender, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or other classification protected by law.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA).