REPRESENTATIVE DUTIES:

- Prepare and conduct initial, triennial, annual assessments and evaluations; confer and collaborate with teachers, staff, parents; medical providers, outside agencies and others in conducting assessments and observations; provide recommendations for occupational therapy intervention as appropriate; provide occupational therapy services, intervention, treatment and activities; support and assist parents and caregivers with implementing and meeting therapy goals.  
- Provide occupational therapy services, intervention, treatment and activities to meet specific student Individualized Family Service Plans (IFSP) and Individualize Educational Plan (IEP) and therapeutic goals; evaluate students using standardized tests, observations and/or clinically derived surveys to enhance sensory processing, perceptual-motor skills, motor coordination, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students; establish and maintain treatment, intervention and objectives to improve student functioning and enhance learning; provide occupational therapy services, intervention, treatment and activities and assess need for adaptive devices and vocation skills based on child's educational needs.  
- Develop and implement daily treatment plans and interventions for individual students according to student needs and disabilities; collaborate with staff, service and medical providers to develop and monitor student therapy plan; utilize physical, manipulation, positioning, environmental modification and other therapeutic techniques and strategies; manage OT caseloads throughout the County; monitor, evaluate and adjust individual treatment plans and therapy activities in response to the needs and progress of individual students.  
- Write concise and detailed annual, extended school year reports and IEP occupational therapy goal(s) development including benchmark reviews;  
- Design and develop materials and specialized programs for individual student use in the classroom and at home to meet student IFSP or IEP goals; monitor and consult with paraprofessionals who use and carry out specialized programs.  
- Provide consultation and training to teachers; staff and parents regarding occupational therapy and related students, treatment, interventions, assessments, principles, theories, standards, guidelines, requirements, practices and procedures; provide training in areas of safe lifting techniques, sensory processing and the role of the Occupational Therapists in the classroom.  
- Attend and participate in IFSP/IEP meetings and other assigned meetings and conferences concerning students with special needs; collaborate with faculty, staff and administrators in the formulation, development and implementation of IFSP/IEP’s intervention plans and related services, goals and objectives; collect and record data for IFSP/IEP’s and occupations therapy files.  
- Utilize and adapt a variety of intervention and treatment tools, equipment and materials during therapeutic activities; adjust and demonstrate the use of various therapeutic equipment as needed; evaluate and identify adaptive equipment needs and make adaptations to equipment to meet individual student needs; confer and collaborate with equipment providers in meeting student needs.  
- Prepare detailed and concise noted concerning daily therapy activities and student responses and progress; compile information and prepare and maintain various records and detailed written reports concerning students, goals, objectives, progress, assessments, interventions and assigned activities.  
- Supervise COTA or OT fieldwork students in accordance with local, state and national guidelines.  
- Communicate with students, staff, faculty, outside agencies and others to exchange information and resolve issues or concerns.  
- Attend and participate in various in-services, professional development, committees and workshops as directed.  
- Operate a variety of office equipment including a copier, fax machine, computer and other assigned equipment and software; utilize adaptive therapeutic equipment and tools; drive a vehicle to conduct work and attend meetings.  
- Perform related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, equipment and techniques of occupational therapy.  
- Applicable federal, State and local laws, regulations and legal mandates related to education, health and safety codes.  
- Theory of physical and metal rehabilitation related to occupational therapy practices.  
- Practices, procedures and techniques involved in the development and implementation of treatment plans and interventions for individual students according to student needs and disabilities.  
- Child growth and developmental disabilities, diagnosis and syndromes and applicable treatment, assessment and techniques.  
- Developmental foundations and neurodevelopmental implications related to learning, behaviors and educational success.  
- Motor and reflex development.  
- Skeletal anatomy, neuromuscular function and dysfunction.  
- Proper selection, operation and adaptation of therapeutic equipment and assistive technology.  
- Oral and written communication skills.  
- Record-keeping and report writing techniques.  
- Health and safety regulations.  
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Work effectively with District personnel, community representatives, interdisciplinary teams and students.  
- Perform a variety of professional activities involved in the observation, assessment and treatment of needs among identified students with special needs as they relate to occupational therapy.  
- Understand applicable federal, State and local laws, regulations and legal mandates related to education, health and safety codes.  
- Provide occupational therapy services, intervention, treatment and activities to meet individual student needs; sensory processing and coordination, perceptual-motor skills, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students.  
- Participate in the formulation, development and implementation of IFSP/IEPs, benchmark reviews, plans and related services, goals, objectives and options.  
- Select and deliver appropriate interventions.  
- Conduct student assessments, quantify objectives and provide recommendations for occupational therapy intervention.  
- Document and quantify objectives for OT intervention.  
- Prepare and maintain detailed and accurate records and reports according to applicable standards.  
- Operate therapeutic equipment and assistive technology.  
- Communicate effectively both orally and in writing.  
- Work independently with little direction.  
- Plan and organize work.  
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

EDUCATION:

- BA/MS or MA/MS degree in Occupational Therapy. One year work experience providing occupational therapy services for children birth to twenty-two. Experience working with children with special needs is preferred.

REGISTRATION AND LICENSE REQUIREMENTS:

- Valid Occupational Therapy License registered through the California Department of Consumer Affairs is required; California State License; and Valid California driver’s license.
Application packets may be submitted to:
Julie Barron/Human Resources
Ventura County Office of Education
5189 Verdugo Way, Camarillo, CA 93012

COMPLETE APPLICATION PACKET INCLUDES:
• A completed VCOE classified employment application.
• Letter of introduction.
• Resume.
• Three current letters of reference. Current is 2014 to present.
• Copy of California State License.

Incomplete application packages will not be considered. All submitted materials become the property of the VCOE, and will be considered for this position only. VCOE will not return application materials. Applicant is responsible for making copies of all materials and bears the sole responsibility for ensuring that the application package is complete when submitted. Loose material submitted independently of the application package will not be accepted. Applications will be held in strict confidence. Hard copy application & a hard copy of materials are not required if applying online at www.edjoin.org.

SELECTION PROCEDURES
Each applicant's papers will be reviewed for completeness and applicability including reference checks. Those who are considered to be most qualified will be scheduled for interviews with a selection panel.

Any attempt to directly contact the Superintendent with the intent of influencing the selection process will be considered a breach of professional ethics and disqualify the applicant from further consideration.

This position may require membership in Public Employees Retirement System (PERS). PERS requires employers to verify actual social security number; therefore, your original social security card will be necessary upon employment.

Employees who may be required to drive their personal vehicles on official business must provide a certificate of adequate liability insurance on the vehicles to be used.

A statement of "freedom from tuberculosis" is required.

FINGERPRINTING: State law requires that all employees be fingerprinted to check for or verify conviction records. AB1610 prohibits an employer from employing a person until the DOJ completes its obligations regarding the arrest and conviction information, and from employing a person who has been convicted of a violent or serious felony, as defined.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside and outside environmental conditions; required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information, seeing to read a variety of materials, bending at the waist, kneeling or crouching to assist students; ability to walk long distances; frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds; occasional lifting, pushing and/or pulling of objects which may weigh up to 75 pounds; and sitting or standing for extended periods of time. Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
May be required to work around foul odors, contact with dissatisfied or verbally abusive individuals.

OCCUPATIONAL THERAPIST

SALARY: $34.54 - $43.06 hourly
FINAL FILING DATE: Open Until Filled

This position is available in the Special Education Local Plan Area (SELPA) Department with the Ventura County Office of Education. This is a part-time, 24 hours weekly position. The work year is 10 months.

BASIC FUNCTION: Under the direction of the Director, principal or designee, the Occupational Therapist is responsible for participating with an integrative collaborative team to provide assessment, consultation to parents and teachers; performing consultation services and direct treatment for students with special needs and disabilities from birth to age twenty two; providing occupational therapy services, intervention, treatment and activities to enhance sensory processing, perceptual-motor skills motor coordination, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students; conducting student assessments, and providing recommendations for occupational therapy intervention; developing, implementing, evaluating and modifying occupational therapy treatment plans and interventions in response to student needs and disabilities.

Please see inside for detailed job description. If qualified and interested, applications may be obtained from and returned to Human Resources, 5189 Verdugo Way, Camarillo, CA 93012, or you may apply online at www.edjoin.org. For information call Human Resources at 805-383-1913. Proof of authorization to work in the United States is required upon employment.

Applications will be paper-screened and those considered most qualified will be invited for an interview.

Ventura County Office of Education
An Equal Opportunity Employer

"Commitment to Quality Education for All"