California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☒ CURRENT
☐ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Occupational Therapist	Occupational Therapist

BRANCH: Building Educational Success Together (BEST)

DIVISION	OFFICE
State Special School & Services	California School for the Blind

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R19	2		184-615-8288-001	Fremont

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
6 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	Yes	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general supervision of the Director of Student Services, the Occupational Therapist provides students at the California School for the Blind (CSB) with assessment and services in the areas of fine motor skills and coordination; motor planning; activities of daily living; basic tool use in an educational setting (eating utensils, writing utensils, keyboard, etc.); sensory processing; and sensory integration. The occupational therapist collaborates with teachers, other service providers, and parents to foster motor skill and sensory processing growth for all CSB students. The occupational therapist is responsible to maintain the sensory-motor room and equipment in good working order.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Director of the Student Services and Admissions

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in a temperature-controlled environment with LED lighting. Primarily seated or at a sit/stand desk during work hours; may lift equipment up to 25 lbs. Duties may involve kneeling, squatting, bending, reaching/overhead, or sitting. Will interact with blind or visually impaired students and escort them during drills or emergencies. Position is on an open school campus and may involve proximity to service animals.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required:	50%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Direct service. Maintains a caseload and provides the required frequency and duration of direct occupational therapy services per each student's Individualized Education Plan (IEP). Develops, implements, and documents individualized and group occupational therapy services aligned with student IEP goals, assessment results, and multidisciplinary team input. Conducts ongoing evaluations and progress monitoring to inform instructional planning and ensure services are responsive to student needs and educational priorities. Designs and delivers specialized instructional strategies and adapted curriculum to address fine motor, gross motor, sensory processing, visual-motor integration, and functional daily living skills for students with blindness, low vision, and deafblindness.

Provides interventions targeting postural control, bilateral coordination, tactile discrimination, sensory regulation, hand strength, and development of compensatory strategies to support access to academic and functional tasks. Collaborates with teachers, related service providers, and other educational staff to integrate occupational therapy goals into classroom routines and school-based activities. Provides consultation and coaching to staff and families regarding environmental adaptations, task modifications, assistive technology, and sensory supports.

Relative % of Time Required:		☒ Essential Function	☐ Non-Essential Function

Duties Performed

continued from above:

Collaborates with teachers, related service providers, and other educational staff to integrate occupational therapy goals into classroom routines and school-based activities. Provides consultation and coaching to staff and families regarding environmental adaptations, task modifications, assistive technology, and sensory supports.

Supports students in developing independence, self-advocacy, and adaptive techniques across instructional, vocational, community-based, and independent living settings. Participates in IEP development, transition planning, and team meetings, and maintains documentation in compliance with IDEA and district policies.

Relative % of Time Required:	25%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Assessment and Progress Reporting. Plans and conducts assessments of individual students' present levels of performance in fine motor skills and coordination; motor planning; activities of daily living; basic tool use in an educational setting (eating utensils, writing utensils, keyboard, etc.); sensory processing; and sensory integration. Documents assessment findings in written reports and in SIRAS, the online special education management system. Uses assessment data to develop occupational therapy goals. Presents key assessment findings, recommendations, and student progress toward IEP goals to students, parents, Local Education Agency (LEA) representatives, and colleagues prior to and during Assessment of Suitability for Placement (ASP) meetings and IEP meetings. Completes quarterly progress reports in SIRAS and contributes to behavior report cards twice a year. Meets assessment and progress report timelines. Maintains contact with parents/guardians/adult students regarding student progress. Observes and informally screens students suspected of needing formal occupational therapy assessment. Maintains an up-to-date library of occupational therapy assessment tools.

Relative % of Time Required: 10%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Consultation and Training. Consults with staff and parents to target and generalize fine motor, daily living, and sensory processing skills in the classroom, home, and community settings. Collaborates with teachers and other service providers to support fine motor, daily living, and sensory processing skill development for all CSB students. Maintains a schedule of available class periods that teachers and other service providers can reserve the sensory motor room. Trains CSB staff in the proper use, care, and cleaning of equipment in the sensory motor room.

Relative % of Time Required: 10%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Team Meetings. Actively participates in and contributes to pre- and post-assessment team meetings; intake meetings for new students; student staffings; individual supervision meetings; professional learning community meetings; and faculty meetings.

Relative % of Time Required: 5%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Other duties and mandatory trainings as assigned.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Desirable qualifications include: Experience working with students with blindness, low vision, and/or Deafblindness; Spanish language fluency desired but not required.

PERSONAL CONTACTS

The Occupational Therapist will have regular contact with CSB staff, CSB students, Local Education Agency (LEA) representatives, and the families of CSB students, and occasional contact with community members, employees from other state agencies, legislators, or other dignitaries.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor