

	<h2>Occupational Therapist</h2>	<p style="text-align: center;">Management Position</p> <p>Initial Date: February 10, 2012 Board Approval: April 3, 2012 Revision Date: May 1, 2018</p> <p style="text-align: center;">Reports to Director of Special Education</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

The Occupational Therapist facilitates (under general supervision) the prevention, identification, evaluation, diagnosis and treatment of children for educationally related occupational therapy according to established Individual Education Plans (IEPs) and 504 plans. Employees in this job class receive limited supervision from a school administrator or designee and will consult and provide therapy in a variety of classrooms/school/early intervention settings at more than one site, with many different educational team members, within a framework of special education policies and procedures. This job class requires independent clinical judgment, well-developed communication skills, and the ability to work in a variety of settings. Therapy may be provided on a direct, consultative or monitoring basis.

REPRESENTATIVE DUTIES:

- Observes and informally interacts with referred students in the classroom setting as needed
- Screens and evaluates students to determine occupational therapy needs and conveys findings to the parents, Student Study Teams (SSTs), and/or IEP teams
- Educates and collaborates with site personnel regarding classroom strategies that will enhance motor skills for all students
- Attends Student Study Teams when necessary and participates in IEP meetings
- Administers occupational therapy assessments to determine student’s level of function relative to student’s age and educational placement
- Writes assessment reports identifying student’s needs and proposed treatment strategies
- Develops occupational therapy treatment plans with measurable goals, objectives and strategies to improve student’s functional abilities in the educational setting as identified through the IEP/504 plan to students enrolled in the educational programs of Morgan Hill Unified
- Coordinates occupational therapy program within the total educational system, including providing direction, training, and assistance to support staff
- Provides occupational therapy services to students who qualify via assessment conducted through an IEP process for occupational therapy
- Monitors progress of students on their case load and provides updated progress on goals to parents per the requirement of the District
- Maintains confidentiality of student records and classroom information in accordance with legal requirements and policies
- Works collaboratively and positively with staff within the District
- Participates in meetings and in-service training programs
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

- Requires good working knowledge of current occupational therapy principles and practices
- Requires an understanding of developmental foundations and neurodevelopmental implications as related to learning/behaviors and educational success
- Requires ability to evaluate the condition of individual students and plan and implement appropriate treatment programs
- Requires skill in managing caseloads (timelines, assessments, reports, and IEP writing)
- Knowledge and understanding of state and federal regulations, guidelines and time lines, particularly as they apply to the delivery of occupational therapy services

- May assist in lifting of students in and out of wheelchairs, braces, and other orthopedic equipment
- Knowledge of basic first aid and CPR

EDUCATION AND EXPERIENCE:

- Bachelor's or Master's in Occupational Therapy or any of the following: Kinesiology, psychology, anthropology, biology, or sociology
- Graduate from accredited OT or OTA program

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California driver's license
- Requires current registration as an occupational therapist with the American Occupational Therapy Certification Board (AOTCB).
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor classroom working environment; occasional outdoor environment in common areas and playground and bus supervision in school environment
- Work may be done on floor or similar surface

PHYSICAL DEMANDS:

- Performs kneeling, stooping, standing and lifting, sitting for extended periods of time
- Seeing, hearing and speaking to exchange information
- Bending, twisting, pushing, pulling, climbing, squatting, crawling and kneeling to perform duties
- Dexterity of hands and fingers
- May be required to lift not more than 50 pounds without assistance
- Moderate to high stress level

HAZARDS:

- Exposure to body fluids; all body fluids should be handled as if infectious
- Exposure to risk of tripping and falling

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.