

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Occupational Therapist	Reports to:	Program Administrator/Supervisor
Job Category:	Student Support	Classification Unit:	Classified
Board Approval:	6/25/2020 11/18/2021 Range Change	Current Salary Grade:	Schedule B, Range AD
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, provide school-based occupational therapy to address student needs in the areas of physical, cognitive, psychosocial and sensory components of academic performance. In schools, occupational therapy practitioners focus on academics, play and leisure, social participation, self-care skills and transition/work skills. Occupational Therapist expertise includes activity and environmental analysis and modification with the goal of reducing the barriers to participation.

ESSENTIAL FUNCTIONS:

- Work with school sites, District, and SELPA staff to develop and implement therapy services for students with identified needs.
- Identify and evaluate occupational therapy needs of students, especially as related to areas of dysfunction in sensory-motor development.
- Administer appropriate assessments to determine areas of dysfunction and eligibility.
- Provide developmental and sensory-motor evaluations of students.
- Develop treatment plans and goals to improve students' functional abilities, enhance the ability to learn as well as for rehabilitative care and/or success in students' educational programs.
- Provide individual and/or group treatment to correct specific areas of identified need; provide group therapy to eligible children.
- Provide consultation to educational staff and parents for classroom management of perceptual, sensory-motor, and self-care program; refer students and parents to related services, which will aid the student's development.
- Participate in meetings to coordinate occupational therapy goals with the total educational program.
- Maintain and oversee the maintenance of progress records on individual students, and prepare written reports in coordination with other team members.
- Collaborate with school personnel regarding student services.
- Provide in-service training on the role of occupational therapy and sensory-motor deficits for district staff.
- Participate in Individualized Education Program (IEP) team meetings.
- Perform related duties within the scope of their job classification as assigned.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Principles and methods of occupational therapy
- Physical and mental rehabilitation underlying the practices of occupational therapy
- Objectives of occupational therapy treatment and services
- Health and safety regulations
- Effective record-keeping techniques
- Basic English usage, grammar, spelling, punctuation, and vocabulary
- Established Occupational Therapy procedures
- District organization, operations, policies and objectives
- Proper lifting techniques

Ability to:

- Identify and analyze areas of development dysfunction
- Develop and carry out treatment plans, and occupational therapy objectives
- Provide technical guidance to other personnel
- Establish and maintain occupational therapy files and treatment logs
- Apply appropriate occupational therapy procedures in working with students at all grade levels
- Understand and follow oral and written directions in English
- Plan, organize and prioritize work to meet timelines and deadlines
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Read, explain and follow the rules, regulations, policies, and procedures
- Maintain records adhering to established procedures including confidentiality of protected records

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills, and abilities.

Education: Master's Degree in Occupational Therapy.

Experience: Two (2) years of Occupational Therapy with children (preferred) and public school setting.

Required licenses, certificates, continuing education, training, and other requirements:

- Valid driver's license
- Completion of advanced educational training in Occupational Therapy sufficient to obtain a Certificate of Registration with the National Board Certification for Occupational Therapy.
- Licensure with the California Board of Occupational Therapy

DESIRABLE QUALIFICATIONS:

- N/A

Occupational Therapist

WORKING CONDITIONS:

Environment: Classroom, playground, bathroom, health or office environment at a school site, District Office, non-public schools or other educational facilities.

Physical Demands: 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.

- Sitting or standing for extended periods of time, reaching overhead and horizontally.
- Kneeling or crouching.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant lifting, carrying, pushing and/or pulling.
- Dexterity of hands and fingers to provide occupational therapy services.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood borne pathogens and communicable diseases.

OTHER:

Required Testing:

- Pre-employment test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.