3/30/20
September 2016
FLSA: Exempt
Range: 30

OCCUPATIONAL THERAPIST

DEFINITION
Under the general supervision of the Director of Specialist Education, provides assessment, consultation and/or treatment to students with mental, physical, and developmental disabilities who qualify for occupational therapy services; provides consultation and training to staff and parents regarding occupational therapy needs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Director of Specialist Education or designee. Exercises no supervision of staff.

CLASS CHARACTERISTICS
This is a journey-level professional classification responsible for providing direct occupational services to promote basic educational needs for students who are mentally, physically, developmentally or emotionally disabled. Employees at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative.

ESSENTIAL JOB FUNCTIONS
Works with students with mental, physical, developmental, and emotional needs to provide direct occupational techniques and supports.

- Evaluates students using standardized tests, observation, and/or clinically derived instruments to determine the need for a referral and intervention.
- Develops treatment plans that include measureable goals and objectives; and participates in IEP meetings as required to interpret evaluation findings to parents and the instructional team.
- Assists students with meeting Individual Educational Plan (IEP) goals by developing and implementing behavioral and educational plans; and monitors student responses to intervention and modifies strategies as necessary.
- Designs and delivers training and other related in-service programs to staff and parents.
- Confers with school administrators, teachers, and site staff concerning individual student progress toward the occupational therapy portion of IEP goals.
- Assures compliance with governmental regulations, codes, restrictions, and reporting requirements concerning those Special Education students requiring services.
- Identifies and maintains therapy rooms and adaptive equipment to assist students with academic activities.
- Prepares records and a variety of professionally written reports and documents in a timely manner.
- Attends District, county, and Special Education Local Area Plan Agency meetings as required.
- Travels to District sites and students' homes as required to assist in maintaining student performance.
- Consults with staff regarding general education students with fine and gross motor skill needs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Intellectual sensory and physical development of children.
- Content and development of occupational therapy assessments.
- Provisions of educationally necessary occupational therapy plans.
- Applicable treatment modalities and theory for the pediatric population.
- Occupational Therapy strategies, methodologies, and techniques commonly used with the severely and physically disabled.
- Occupational Therapy and Special Education laws, policies, and procedures.
- Recordkeeping and report preparation techniques.
- Safety principles and practices, including crisis de-escalation strategies.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Oral and written communication skills.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for providing a high level of service by effectively dealing with parents, students, and District staff.

Ability to:

- Administer appropriate assessments and interpret history and assessment data.
- Design and implement appropriate intervention strategies.
- Understand, interpret, apply, and explain applicable laws, guidelines, codes, rules, regulations, policies, and procedures.
- Appropriately handle physically disabled children or youth requiring strength and dexterity.
- Design and deliver training and other related in-service programs to staff and parents.
- Analyze situations accurately and recommend and execute an effective course of action.
- Maintain confidentiality and discretion.
- Attend workshops and conferences to enhance knowledge of pediatric occupational therapy.
- Prepare and maintain records and prepare various reports, including confidential materials.
- Understand and carry out oral and written directions.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Use English effectively to communicate tactfully and persuasively, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Work in a fast-paced environment; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Pass strength and agility testing prior to employment.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree in occupational therapy or closely related field from an accredited college or university.

Licenses and Certifications:

- Valid California driver's license.
- Valid certificate of registration issued by the American Occupational Therapy Association.

PHYSICAL DEMANDS

Must possess mobility to work in a classroom and outdoors to actively support the needs of the assigned students as well as use standard classroom and office equipment, including a computer; vision to observe student and read printed materials and a computer screen; and hearing and speech to respond and communicate in person and over the telephone. Finger dexterity is needed to provide personal assistance to students in daily activities; access, enter, and retrieve data using a computer keyboard or calculator; and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, run, climb, and walk on uneven surfaces to provide personal assistance to students in daily activities. Employees must possess the physical stamina and ability to regularly lift up to 40 pounds, and push and pull objects and equipment up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a classroom and outdoors with moderate to loud noise levels and cold and/or hot temperatures. Employees interact with students, faculty, staff, parents, the public, District management and administrators, and others encountered in the course of work, some of whom may be upset and abusive.