

Position: Occupational Therapist	FSLA: Exempt
Department: Educational Services	Salary Schedule: Unrepresented Specialists – Range III
Reports to: Superintendent or Designee	

**OVERALL OBJECTIVE AND SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

Under the direction of the designated education administrator/manger provides training and consultation to staff and parents and/or direct services to assist individuals with conditions which are mentally, physically, developmentally or emotionally disabling to benefit from their basic educational program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Essential responsibilities and duties may include, but are not limited to, the following:*

- Responds to request for service and assesses individuals to determine eligibility.
- Gathers and interprets data to evaluate student needs as a basis for treatment planning.
- Interprets evaluation findings to parents and the Individual Education Plan (IEP) and instructional teams.
- Collaborates with IEP team members in regards to the student's progress.
- Notifies case manager, completes and sends appropriate forms to parent or case manager, prepares report and provides copies to case manager, drafts goals, updates present levels and progress; when assessment or IEP is required in advance of IEP.
- Develops intervention plans including measurable goals and objectives with strategies for meeting them.
- Contacts parent and case manager and obtains a signed excusal form when unable to attend an IEP meeting.
- Coordinates intervention plan with parents and other members of the instructional team.
- Implements plan directly or through training and supervising parents, instructional personnel and/or certified occupational therapy assistant.
- Monitors student response to intervention and modifies strategies as indicated to attain goals.
- Identifies and evaluates design adaptive equipment to assist students in self-care and academic activities.

- Provides training, direction and supervision for ancillary staff as assigned.
- Develops appropriate home or community programming to maintain and enhance the performance of students in their natural environments.
- Recommends termination of service when benefit has been achieved.
- Collaborates with peers in developing recommendations for protocol and procedures.
- Assists in developing transition plans for students moving to other environments.
- Works cooperatively with personnel from the student's district of residence and/or agencies providing services to the student or family.
- Participates in professional growth activities in special education and in pediatric occupational therapy.
- Adheres to policies and procedures of the Natomas Unified School District, Sacramento Special Education Local Plan Area (SELPA) and assigned school sites.
- Coordinates and assists with assignment of new student referrals for assessment and service.
- Identifies staff training needs and assists in the development of professional growth plans.
- Mentors new occupational therapy employees.

#### QUALIFICATIONS:

##### Knowledge of:

- Principles, practices, theory and terminology of occupational therapy as applied to infants, children and youth.
  - Common disabling conditions of children.
  - Child growth and development.
  - Strategies and methodologies in educational settings.
  - Special education law relative to occupational therapy services.
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, presentation graphics, and data entry onto custom data bases.
- Demographic and multicultural characteristics of the community served by the District.
- District and department organization, operations, policies, goals and objectives.
- Establish and maintain effective working relationships with those contacted in the course of work.
- First aid/CPR practices.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Proper English usage: grammar, spelling, punctuation, proofreading/editing; basic mathematical skills.
- Pertinent Federal, State, and local laws, codes and regulations.
- Research, data collection, and analysis; report writing, documentation and record keeping.

Ability to:

- Administer appropriate assessments and interpret history and assessment data.
- Act in a professional and positive manner and function as a contributing member of an educational team.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Be self-motivated and approach problem solving proactively.
- Communicate and work effectively with staff, students, parents, community and outside agencies in a manner that reflects positively on the department and district.
- Communicate clearly, concisely and effectively in English: speaking, writing and reading.
- Demonstrate and train staff in the use of techniques and other instructional strategies in autism and behavior management (e.g., Discrete Trial Training, structured teaching, etc.)
- Design and implement appropriate intervention strategies.
- Develop and administer division/program goals, objectives and procedures.
- Develop, implement, modify and evaluate intervention plans.
- Document student response to interventions.
- Establish and maintain cooperative and effective working relationships with others.
- Gather, collate, classify and analyze data utilizing defined processes; prepare a variety of administrative and technical reports.
- Learn, apply and explain policies, procedures, rules, regulations and Education Codes related to the assigned duties and responsibilities of the position..
- Maintain mental capacity which allows the capability of making sound decisions necessary in the function of the position.
- Maintain consistent, punctual and regular attendance.
- Operate a computer and a variety of job related equipment; use a variety of computer software programs including, but not limited to, word processing, spreadsheets, databases, and management system software.
- Organize and maintain materials and supplies.
- Plan and organize work to meet schedules and timelines.
- Plan, organize and schedule meetings and activities.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Respond to staff, parent/guardian, and community concerns, resolve issues and conflicts and exchange information.
- Review and analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.
- Speak clearly and understand and follow multiple step instructions.
- Travel/drive as required to complete the requirements of the job.
- Use tact, patience, and courtesy.
- Work confidentially with discretion.
- Work with diverse individuals/groups and present information in clear understandable formats.
- Carry out all aspects of the position professionally.

### PHYSICAL ABILITIES

This position requires:

- Physical agility to lift and to move objects up to 50 lbs.

Board Approved: February 28, 2012

- Hand/eye coordination and manual dexterity to keyboard, 10-key, operate a telephone and job related equipment.
- Normal physical strength and endurance for standing, sitting, bending, reaching, walking and lifting and carrying of lightweight materials.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Mental ability to think logically, make complex evaluations, determinations and decisions and handle multiple tasks/projects simultaneously.
- Physical mobility to drive a car and move about the district.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Sufficient hearing to conduct conversations in person and over the telephone.
- Visual acuity and depth perception to read a variety of materials and inspect work in progress.
- Visual ability to determine and differentiate colors.

### EDUCATION AND EXPERIENCE

Required: Bachelor's Degree with major in Occupational Therapy. Two years experience in occupational therapy.

### LICENSES AND CERTIFICATES

- Valid California Driver's License
- Possession of valid certificate of registration issued by the American Occupational Therapy Association.