

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Occupational Therapist**

**BASIC FUNCTION:**

Under the direction of the Director of Special Education, provide direct and consultative Occupational Therapy services based upon needs determined through established processes, consult and confer with teachers, educational support staff, parents, and administrators regarding referrals, assessment, recommendations, interventions, and therapy services; assist in developing Individualized Education Plan (IEP) for students; provide direction to assigned staff.

**ESSENTIAL DUTIES:**

- Evaluate students using standardized tests, observation, and/or clinically derived surveys in areas including perceptual-motor skills, motor coordination, sensory development, and muscle strength
- Provide direct and consultative occupational therapy services based on needs determined through established processes
- Acts as a District liaison to District staff, parents, teachers, and other agencies in implementing a treatment plan, providing collaborative and consulting services.
- Participate in staff development activities and assist and collaborate with regular classroom teachers, support staff, and other District personnel in understanding the special needs of the students and the implementation requirements of the IEP
- Collaborates with multi-disciplinary team members upon referral
- Develops a treatment program aimed at improving the identified areas of function, as they relate to the child's educational needs
- Participates in the Individualized Education Plan (IEP) meeting to develop/update goals and objectives in addition to other related meetings
- Maintains records and reports as required for compliance with various District, state, federal, and administrative regulations

**OTHER REPRESENTATIVE DUTIES:**

- Participate in training and professional development as needed
- Participate in staff meetings as requested; attend various in-service meetings as assigned; participate in parent conferences as requested
- Perform related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- The use of school-based occupational therapy services to address purposeful, goal-oriented activities to improve student function within an educational setting
- Child development and developmental disabilities, diagnosis and syndromes, and applicable treatment as well as techniques
- Fundamental principles and accepted trends in the field of school-based occupational therapy services
- Understanding of the physical, intellectual, social, and emotional growth patterns of students
- Applicable sections of the State Education Code and other related laws
- Behavioral management techniques, sensory integration therapy, motor and reflex development, adaptive equipment, IEP and 504 requirements, and appropriate instructional materials for students
- Health and safety regulations including First Aid and CPR techniques

**Ability to:**

- Observe and assess motor development, perceptual development, self-help, oral motor development, and sensory processing
- Use evidence-based research to provide effective treatment and program recommendations
- Work collaboratively with all stakeholders throughout the IEP process
- Effectively communicate occupational therapy treatment techniques and goals to parents, teachers, and other program staff
- Respond to questions, inquiries, and complaints from parents, students, teachers, and representatives from other school districts and non-public schools
- Learn department and program objectives and goals
- Analyze situations accurately and adopt an effective course of action

**MINIMUM QUALIFICATIONS**

**Education:** Bachelor of Science degree in Occupational Therapy from an accredited university. A Master's Degree in a related field is required.

**Experience:** Typical qualifying experience would include work experience with school-aged children; and experience working as a team member in a variety of settings including school, home, and clinic.

**Licenses, Certifications, and other requirements:**

Possession of a valid and appropriate California Driver's License

Certified with the National Board of Certification in Occupational Therapy

Currently licensed to perform OT services with the California Board of Occupational Therapy

Experience or Certification in Sensory Integration Methods

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a professional example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS****Environment:**

- School and classroom environment
- Moderate noise level
- Outdoor weather conditions
- Travel between school sites is required, including non-public schools

**Physical Requirements:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading instructional materials, documents, and other printed matter, for observing students, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, and deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions, and limitations of assigned duties