

**CLASSIFIED JOB DESCRIPTION**

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**LEAD OCCUPATIONAL THERAPIST**

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**JOB SUMMARY:**

Provides assessment consultation and direct occupational therapy to pupils enrolled in or referred to special education programs. Provides support to other Occupational Therapists across the District, as well as collaborates with general and special education staff and parents to identify strategies, methods, and patterns of instructional support.

**ESSENTIAL JOB FUNCTIONS:**

- Creates and coordinates training support and professional development opportunities for Occupational Therapists.
- Monitors caseloads and assignments for Occupational Therapists.
- Mentors Occupational Therapists.
- Assesses children's skills and abilities in oral, motor, and sensory registration and processing, motor planning, activities of daily living, fine motor function, and postural stability.
- Assists in developing the pupil's Individualized Education Program (IEP).
- Develops individual pupil baseline goals and therapy intervention plan.
- Provides occupational therapy intervention to pupils.
- Provides assistance to classroom teacher by demonstration of exercises and activities.
- Monitors therapy received by pupils and records progress.
- Acts as liaison to District staff, physicians, parents, and other agencies in implementing the pupil's IEP.
- Travels to other District sites as assigned.
- Directs the work of staff as assigned.
- Provides in-service training to staff and parents in area of specialty.
- Writes assessment reports describing the motor development of identified students.
- Collaborates with general and special education staff and parents to identify strategies, methods, and patterns of instructional support that enhance achievement for students with special needs.
- Provides educationally related occupational therapy services to designated pupils according to IEP goals.
- Communicates with parents when necessary.
- Attends District professional development.
- Performs related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- A minimum of five years' experience as an Occupational Therapist in a public school setting.
- High school diploma or GED required.
- Any combination of training, experience, and/or education equivalent to graduation from an accredited school of occupational therapy and registration by the National Board for

Certification in Occupational Therapy.

- Ability to administer required assessments and evaluate pupil progress; recommend educationally related treatment objectives and implement therapy; lift and move moderately heavy objects and assist in pupil positioning; operate standard office equipment including related software applications; establish and maintain effective working relationships with others; plan and organize work; meet schedules and timelines; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; and read, apply, and explain rules, regulations, policies, and procedures.
- Knowledge of oral motor facilitation; activities of daily living; psychodynamics of individuals with disabilities; normal and abnormal child development; technical aspects of field of specialty; oral and written communication skills.
- Licenses and other requirements: Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

*Classified Salary Schedule: Range 58*  
*BOARD APPROVED: 12/15/21*  
*REVISION DATES: 07/17/23*  
*08/09/2023*