



Excellence for all.

Job Title: School Occupational Therapist

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.

Basic Function:

Under the direction of the Director of Pupil Services and/or assigned designee, plan and provide occupational therapy services to eligible individuals; prepare related evaluations and reports; maintain related records.

Distinguishing Characteristics:

School Occupation Therapist requires a valid Registered Occupational Therapist Certificate issued by the National Board of Certification of Occupational Therapy.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Plan and implement occupational therapy treatment for physically handicapped, autistic, learning disabilities, ADD, ADHD, and other disabled individuals; evaluate disabilities and functional limitations; implement direct care and exercise programs; monitor and adjust individual and group programs as needed.
- Prepare written evaluations, maintain records, and prepare reports concerning individual clients; review medical reports; communicate with physicians, clients, and other medical personnel as necessary.
- Consult with the medical team, educators, and parents regarding the disability of children for the purpose of extending therapeutic activities to the classroom and home.
- Visit client's classroom to assess the environment and adaptive equipment needs to allow physically handicapped individuals to participate in activities such as hygiene, toileting, dressing, play and classroom participation.
- Develop, gather information, and evaluate programs and procedures for occupational therapy and assessment; review therapy goals for each individual, recommend adjustments as appropriate.
- Communicate with agencies, schools, and other organizations to coordinate communication and services; contact vendors regarding supplies and equipment for therapy and office needs.
- Operate a variety of therapeutic equipment; assure proper operation of equipment; operate a variety of office equipment including a copier, fax machine and computer.
- Attend and participate in staff conferences, meetings, and in-service training regarding student needs.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Principles, methods, equipment, and techniques of occupational therapy.
- Laws and regulations concerning medical records and therapeutic services.
- Principles of neurology, anatomy, neuroanatomy, and physiology.
- Crafts including materials and equipment required, analysis of physical requirements, analysis of exercise or other contributions as treatment for special disabilities, contraindications for use as treatment for specific disability or when other conditions exist.
- Methods, materials, and equipment used to alter existing or fabricate specialized equipment.
- Safety precautions including hazards associated with client specific activities.
- Problems and concerns of students with special needs.
- Oral and written communication skills.
- Public-speaking techniques.
- Research and report writing techniques.
- Record-keeping techniques.
- Health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.
- First Aid and CPR techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Provide occupational therapy to eligible individuals.
- Evaluate physical functions and the developmental level of children.
- Determine and evaluate treatment plans.
- Plan, prepare and deliver oral presentations.
- Communicate effectively both orally and in writing.
- Monitor records and prepare reports.
- Monitor and evaluate equipment needs.
- Understand and relate to children with special needs.
- Operate office and therapeutic equipment.
- Prepare written evaluations and review medical reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain current knowledge of related technological advances and other matters.
- Prioritize and schedule work.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from an occupational therapy program and two years' experience working in occupational therapy or a related field. Successful completion of the Merit examination process is required.

Licenses and Other Requirements:

- Valid Registered Occupational Therapist Certificate issued by the National Board of Certification of Occupational Therapy.
- Valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

- Valid First aid and CPR Certificates.

Working Conditions:

Environment: Occupational therapy services environment. Driving a vehicle to conduct work.

Physical Demands: Dexterity of hands and fingers to operate therapeutic equipment and a computer keyboard. Seeing to administer tests and read a variety of materials. Hearing and speaking to exchange information and make presentations. Bending at the waist, kneeling, or crouching to assist students. Sitting or standing for extended periods of time. Lifting, carrying, pushing, and pulling equipment and students.

Hazards: Driving a vehicle during adverse weather conditions. Potential for exposure to blood and other body fluids and communicable diseases.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 150

Approved by Personnel Commission: 2000

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023