

## **Ontario-Montclair School District**

### **CLASS SPECIFICATION Occupational Therapist**

#### **GENERAL PURPOSE**

Under the general direction of the Director of Pupil Personnel Services, provides educationally related occupational therapy assessments and services to students in the special education population with various disabilities, according to the students' Individualized Education Program (IEP). The Occupational Therapist functions as part of a multidisciplinary team providing integrated services to students. The Occupational Therapist may provide direction and oversight of Certificated Occupational Therapy Assistants (COTA's) who are assigned to provide occupational therapy services.

#### **DISTINGUISHING CHARACTERISTICS**

The Occupational Therapist plans, organizes and conducts a therapy program for children with disabilities, in accordance with laws, regulations, and District policies. The incumbent is expected to respond to questions, inquiries and complaints from parents, students, and teachers; explain processes and procedures as they apply to the therapy program; support staff efforts to include therapy techniques in the classroom setting; work with students, parents, staff and community agencies; establish processes and procedures as they apply to the therapy program; communicate effectively in oral and written forms; prepare and maintain reports and keep case records, and establish and maintain cooperative and effective working relationships with others.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties:

1. Evaluates student performance in a variety of areas including fine motor tasks, oral dysfunction, sensory impairments, perceptual motor skills, posture and movement.
2. Recommends methods and strategies to address student needs for therapy services
3. Collaborates with medical personnel and multidisciplinary team members in interpreting and implementing therapy services
4. Instructs teachers, educational staff, and families in positioning and handling techniques
5. Develops and reviews student goals and objectives in accordance with the Individualized Education Plan (IEP)
6. Maintains records and documents
7. Attends meetings and conferences
8. Directs and provides oversight of occupational therapy services provided by other staff members
9. Makes recommendations to the District for service delivery model
10. Addresses the difference between medically necessary and educationally necessary services and makes referrals to California Children's Services (CCS) as appropriate
11. Supervises staff
12. Performs related work as required

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Educational and developmental needs of children with specific disabilities
2. Applicable treatment modalities and theory for the pediatric populations
3. Assessment tools, treatment approaches and adaptive equipment for children with cerebral palsy, neuromuscular diseases, orthopedic conditions, genetic syndromes and other developmental disabilities

**Ability to:**

1. Establish and meet deadlines
2. Exercise sound judgment, work accurately independently and confidentially
3. Follow oral and written directions
4. Effectively communicate occupational therapy treatment techniques and goals to teachers, parents and other program staff
5. Prepare and disseminate written reports
6. Maintain effective working relationships
7. Travel to various work locations
8. Effectively manage work flow of staff, and train and supervise staff

**Education, Training and Experience:**

Graduation from a recognized four-year college or university; Experience providing occupational therapy services; Experience working in a California school district, SELPA office, or County Office of Education; Experience or certification in Sensory Integration methods; Experience supervising staff preferred

**Licenses; Certificates; Special Requirements:**

A valid California Board of Occupational Therapy License; Valid registration with the National Occupational Therapy Certification Board; Valid CPR Certification;

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit, walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with administrators, faculty, parents, students, representatives of other public and private agencies and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions, and the noise level is usually moderate.