

### Occupational Therapist

#### **Purpose Statement**

The job of Occupational Therapist (OT) is done for the purpose of providing support to the educational process with specific responsibilities for occupation-based school function assessments and interventions for students suspected to have a disability (developmental, sensory, motor, etc.) that impairs access to participation in the school environment and requires Special Education; providing training and collaborating with school site and Individual Education Program (IEP) teams and other district personnel.

This job reports to Assigned Supervisor

#### **Essential Functions**

- Administers occupational therapy procedures and modalities for the purpose of achieving program objectives.
- Assesses students' fine and gross motor skills and functional abilities for the purpose of determining dysfunctions and program eligibility and developing recommendations for treatment, appropriate assistive devices and/or IEP implementation.
- Collaborates with staff, principal, teachers, office staff, colleagues, parents for the purpose of clarifying and providing information regarding plans, activities, schedules, etc.
- Collaborates with a variety of groups and/or individuals on an ongoing basis for the purpose of communicating information, resolving issues and ensuring service delivery aligned with best practices.
- Conducts professional development, in-service training, and/or direction for instructional assistants, paraprofessionals and District personnel on the role of occupational therapy as an educationally-related service for the purpose of conveying and/or gathering information.
- Develops treatment plans, goals, interventions and/or educational materials and determines assistive tools needed for the purpose of improving students' functional abilities enhancing their access and participation in the learning environment.
- Provides consultation to educational staff and parents for the purpose of improving capacity in the instructional environment.
- Instructs students and staff for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
- Participates in meetings and makes suggestions toward the future development of the occupational program for the purpose of coordinating OT supported goals within the total educational program.
- Performs site visits at multiple work sites including home visits for the purpose of providing direct therapy interventions and assistance as required.

- Prepares and maintains a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides and understands professional expertise related to barriers accessing and benefitting from educational placement as a result of medical complexity, disability level, educational level, and age for the purpose of supporting student needs.
- Provides direct occupational therapy service to identified children and classes for the purpose of developing students' ability to access and participate in the school environment in compliance with established goals and objectives.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Responds to inquiries for the purpose of providing information and/or referral as appropriate.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.
- Attends seminars, conferences, etc. for the purpose of staying current with OT practices; conveying and/or receiving information.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating equipment used in occupational therapy strategies; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; concepts of grammar and punctuation; health standards and hazards; safety practices and procedures; stages of child development; abnormal development and medical diagnoses related to special Education; current OT interventions; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands:

significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires equivalent amounts of sitting, walking and standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** One year occupational therapy experience in a physical disabilities rehabilitative setting.

**Education (Minimum):** Masters degree in job-related area.

**Required Testing**

None Required

**Certificates and Licenses**

National Board of Certification in Occupational Therapy  
CA Occupational Therapist License  
First Aid/CPR Certification  
Valid Driver's License

**Continuing Educ. / Training**

District Mandated Training  
Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range C

**Revised Date**