

**OCCUPATIONAL THERAPIST****Purpose Statement**

The job of Occupational Therapist is done for the purpose/s of assessing students' functional development level; planning and implementing appropriate treatment to meet individual student objectives; identifying architectural barriers; providing recommendations for accessibility, program development, and student placement; and providing direction to Certified Occupational Therapy Assistants.

This job reports to Director of Student Support Services

**Essential Functions**

- Administers occupational therapy procedures and modalities for the purpose of achieving program goals.
- Assess student access to the school environment to identify structural issues for the purpose of removing barriers for students with physical limitations and identifying appropriate assistive technology when needed.
- Assesses students' fine and gross motor skills and functional abilities (e.g., perceptual-motor, hand functions, motor coordination, sensory development, etc.) for the purpose of determining program eligibility and developing recommendations for treatment, appropriate assistive devices, and school placement.
- Collaborates with a variety of groups and/or individuals (e.g., students, parents, teachers, support staff, administration, other district Occupational Therapists, etc.) for the purpose of communicating information, resolving issues, determining appropriate approaches, and providing services in compliance with established guidelines.
- Consults with a variety of stakeholders (e.g., teachers, parents, other personnel, outside professionals, etc.) for the purpose of ensuring the best possible treatment for the student.
- Develops treatment plans, interventions, and educational materials for the purpose of remediating students' OT related deficits and ensuring compliance with regulatory requirements.
- Directs the work of assigned COTAs (e.g., administration of assessments, implementation of treatment, etc.) for the purpose of providing guidance and ensuring that program and student goals are achieved.
- Instructs students and staff for the purpose of ensuring the implementation of plans for remediation of functional limitations.
- Maintains documents, files, and records (e.g., progress reports, assessment reports, activity logs, treatment plans and notes, goals, etc.) for the purpose of ensuring the availability of

information as required for reference and compliance.

- Participates in meetings, workshops, and seminars (e.g., trainings, IEPs, team meetings, etc.) for the purpose of conveying and gathering information.
- Performs site visits at multiple work sites including home visits for the purpose of providing direct therapy interventions and assistance as required.
- Provides direct occupational therapy service for the purpose of developing students daily living skills 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 from a wide variety of stakeholders (e.g., parents, teachers, staff, students, etc.) for the purpose of providing information and referral as appropriate.
- Reviews medical reports for the purpose of gathering information and ensuring that treatment/intervention plans are appropriate.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.

### **Marginal 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; atypical development and medical diagnoses related to Special Education funding categories; current OT treatment interventions; and pertinent policies, regulations, and 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; 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 some 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 65% sitting, 20% walking, and 15% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Previous employment as an Occupational Therapist with children in a school-based setting is desired or as combination of training and experience that provides the desired knowledge and skills required to perform this job.

**Education (Minimum):** Bachelors degree in Occupational Therapy or job-related area. Masters degree is highly desirable.

### **Required Testing**

None Specified

### **Certificates and Licenses**

License from the California Board of Occupational Therapy  
National Board for Certification in Occupational Therapy  
Valid California Driver's license

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Meets Continuing Education Requirements

### **Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

### **FLSA Status**

Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*