

**LA MESA-SPRING VALLEY SCHOOLS**

**CLASS TITLE: OCCUPATIONAL THERAPIST**

**BASIC FUNCTION:**

Under the direction of assigned Program Manager, provides assessment, consultation and direct occupational therapy treatment and services according to assigned student's Individual Education Plan (IEP); develops, plans and implements appropriate treatment to meet individual student objectives; provides recommendations for accessibility, program development and student placement; prepares assessments and evaluations of student's needs; prepares and maintains records and reports.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Administer basic first aid and CPR as needed.

Assist in coordinating the implementation of student's transition plan, programs, goals and outcomes with the IEP team; follows-up, monitors and adjusts the occupational therapy program as needed; re-evaluates students' individual occupational therapy plan on a regular basis.

Conducts assessments in the areas of fine motor, gross motor, functional abilities, visual motor, visual perceptual, self-care/activities and sensory processing; evaluates students using standardized tests, observation, and clinically derived surveys; scores and interprets results; determines program eligibility and develops recommendations for treatment, appropriate assistive devices and school placement; assesses student needs and abilities regarding access to educational curriculum.

Communicate with parents, school personnel, referring physicians, other therapeutic or medical personnel vendors, and outside agencies to exchange information and resolve issues or concerns.

Develops treatment plans aimed at improving the identified areas of function, as they relate to the student's educational needs; proposes individualized goals, accommodations, equipment and strategies to facilitate student learning.

Identifies structural issues to remove barriers for students with physical limitations; identifies appropriate assistive technology; sets up and maintains motor lab.

Inventories and orders occupational therapy equipment and office supplies as assigned; sets-up therapeutic equipment for treatment sessions.

Operates a variety of office equipment including a computer and assigned software.

Operates assistive therapeutic equipment, tools and adaptive materials employed in performing occupational therapy services such as postural equipment, sensory regulation tools and related adaptive materials

Performs visits at multiple school sites; conducts home visits; drives a vehicle to various sites to conduct work.

Prepares a wide variety of written materials such as activity logs, correspondence, memos, treatment plans, Medi-Cal billings.

Prepares and maintains records and reports as required for compliance with various State, federal, and administrative regulations; maintains activity logs, billing information, treatment plans, notes and medical records pertinent to student care.

Provides direct occupational therapy services according to an assigned student's Individual Education Plan (IEP); identifies and evaluates occupational therapy needs of students to help students meet their educational goals; administers occupational therapy procedures and modalities for the purpose of achieving program objectives.

Serves on IEP teams and committees as assigned.

Trains and provides instruction to classroom support staff, parents and families concerning appropriate occupational therapy techniques; serves as liaison to District staff, physicians, parents, teachers and other agencies in implementing a treatment plan.

Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

Attends and participates in meetings, in-service trainings, workshops and conferences.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Occupational therapy strategies, techniques and methodologies in educational settings.  
Applicable laws and regulations concerning medical records, therapeutic services and IDEA.  
Applicable sections of the State Education Code and special education and other laws relative to occupational therapy services.  
Methods, materials and equipment used to alter existing or fabricate specialized therapy equipment.  
Current methodology and practices, including fine, visual and gross motor skills, sensory integration, and functional self-help skills.  
Techniques used in the assessment and treatment of disabilities.  
Professional code of ethics related to occupational therapy.  
Methods of individual and group occupational therapy.  
Interpreting, scoring and administration of assessments.  
Sensory processing and integration, self-regulation, postural reflexes, motor coordination, standardized tests, task analysis, technology and visual perceptual skills.  
Oral and written communication skills.  
Record-keeping, filing, research and report preparation techniques.  
Principles of training and providing work guidance to assigned staff.  
Health and safety regulations.  
Use of assistive devices related to occupational therapy.  
Interpersonal skills using tact, patience and courtesy.  
Mathematic calculations.

**ABILITY TO:**

Provide assessment, consultation and direct occupational therapy treatment and services to students with special needs.  
Prepare assessment and related reports.  
Determine and evaluate treatment; communicate effectively.  
Establish and maintain cooperative and effective working relationships with others.  
Monitor and evaluate equipment needs.  
Prepare written evaluations and review medical and therapy reports.  
Train and provide work guidance to others.  
Interpret, apply and explain treatment approaches and rationale to IEP team members.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of related technological advances and other matters.  
Operate assistive therapeutic equipment, tools and adaptive materials used in performing occupational therapy services.  
Operate a variety of office equipment, a computer and assigned software.  
Maintain records and files.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Observe health and safety regulations.  
Perform basic first aid and CPR as required.  
Gather, collate, and classify data

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree from an approved occupational therapy program consistent with licensing requirements and two years working experience as a licensed occupational therapist.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's License and Evidence of Insurability.  
Occupational Therapist License Valid Board certification from the National Board of Occupational Therapy (NBCOT).  
Valid License from the California Board of Occupational Therapy (CBOT).  
Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office/classroom environment.  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate therapy equipment.
- Seeing to monitor children and read a variety of materials.
- Reaching overhead, above the shoulders and horizontally to utilize therapy equipment.
- Sitting or standing for extended periods of time while working with students.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Pushing or pulling wheelchairs, mobility toys and other adaptive equipment.
- Lifting and carrying moderately heavy objects and adaptive equipment.

**HAZARDS:**

- Potential close contact with impulsive or aggravated students.
- Potential contact with blood or body fluids.
- Potential contact with blood-borne pathogens and communicable diseases.
- Traffic hazards.

**FLSA Status**

Non Exempt

**Approval Date**

03/01/08, 12/15/08, 3/23/09, 2/24/14, 9/28/17

**Salary Range**

Classified 112