

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:

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree from an approved occupational therapy program consistent with licensing requirements and experience that demonstrates the ability to work with students with a variety of disabilities.

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office/classroom environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

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

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, 2/18/20, 9/21/2021