

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Occupational Therapist	CLASSIFICATION:	Classified Non-Management (SEIU/Professional Unit)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9756	WORK YEAR:	12 Months
DEPARTMENT:	Special Education	SALARY:	Range 88 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	07-21-03
		HR REVISION:	04-26-12; 11-19-15; 02-01-18

BASIC FUNCTION:

Perform a variety of professional and specialized services to students within a specific need population; provide assessment, consultation, and direct occupational therapy to students enrolled in or referred to special education programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

As a member of the IEP team conduct student assessments to determine eligibility for occupational therapy; communicate results of evaluations and reports of occupational therapy services to the educational staff, parents, Individual Education Plan (IEP) team, and other professionals and agencies providing services to the student or family. **E**

Review reports from health care providers requesting occupational therapy; coordinate occupational therapy services with student's health care provider; review IEP team reports. **E**

Collect and interpret data to evaluate students' needs as a basis for treatment planning, including the development of measurable goals and objectives with strategies for meeting them, the progress monitoring of short-term objectives and the pre/post assessing of goals, in accordance with district policies and procedures; provide occupational therapy services to students according to IEP goals. **E**

Monitor student response to treatment/intervention, and modify strategies as indicated to attain goals; design, develop, identify, or evaluate adaptive equipment, and adjust for proper fit to assist the student in self-care and academic activities; assist in the development of a transition plan when a student moves to another environment. **E**

Collaborate with others in the coordination of medical care protocols, and act as a resource to school personnel in interpreting occupational therapy services. **E**

Establish a system of documentation that is professional, efficient, and accountable; document evaluation results and therapy received; record progress, and re-evaluate student's individual occupational therapy plan on a regular basis. **E**

Operate a computer for report and goal writing; prepare reports for use in IEP team meetings, and attend IEP team meetings as necessary. **E**

Provide consultation and training to the classroom staff, parents, and other IEP team members by demonstration of strategies and therapeutic activities; develop appropriate school and/or home programming to maintain and enhance the performance of the student. **E**

Maintain open communication with members of the IEP team; work cooperatively with personnel from other agencies providing services to the student. **E**

Facilitate in-service education and professional development to staff and provide occupational therapy education to parents. **E**

Oversees and provide support to Certified Occupational Therapy Assistant (COTA) on a regular basis, assists with treatment planning of students; coordinates the COTA's caseload in relation to scheduling, assessing, reviewing report writing, and developing goals. **E**

Maintains current reporting, documentation, scheduling, and billing in accordance with professional standards, state and local guidelines, and reimbursement requirements.

Remain current and knowledgeable on advances in the occupational therapy field by attending workshops, conferences, reading professional journals and publications. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree with a major in occupational therapy, and two (2) years of experience in providing occupational therapy with a primary focus on pediatric clients.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license; provide personal automobile and proof of insurance; valid certification by the American Occupational Therapy Association, and licensure in the state of California by the National Board for Certification in Occupational Therapy (NBCOT).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, and equipment used in occupational therapy.
- Techniques used in the assessment and treatment of disabilities.
- Intellectual, social, emotional growth patterns and physical development of children.
- Application of occupational therapy techniques in working with children with disabilities.
- Educational and development needs of children with specific disabilities.
- Methods and techniques of instruction.
- Oral and written communication skills.
- Effective interpersonal skills using tact, patience, and courtesy.
- Pertinent federal, state, and local laws, code, and regulations.
- Operation of a computer and related software.
- Record-keeping techniques.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Use a variety of modern methods, techniques, and practices in occupational therapy.
- Make accurate assessments of the developmental status and educational needs of students.
- Understand the unique differences and needs of students with disabilities and their parents.
- Administer assessment tests, and participate in the IEP team process.
- Properly use and care for the materials, supplies, and equipment; fit and adjust adaptive devices.
- Assist students by providing proper examples, emotional support, friendly attitude, and general guidance.

- Prepare and maintain accurate and complete records, files, and reports.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain a confidentiality of privileged information obtained in the course of work.
- Operate a computer and related software.
- Lift, move, and position students with disabilities according to safety regulations.
- Meet state and district standard of professional conduct as outlined in Board Policy.
- Work independently and make decisions within the framework of established guidelines.
- Oversees and support the performance of assigned Certified Occupational Therapy Assistants.
- Establish priorities and deadlines.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office, clinic setting, or school site environment; travel from site to site.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate specialized equipment and a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit, stand, or walk for extended periods of time; bend, stoop, bend at the waist, and reach overhead, above the shoulders, and horizontally; lift, move, and position students with disabilities.

SAMPLE HAZARDS:

Back strain from lifting, moving, and positioning students with disabilities, and from swings and equipment; exposure to children with behavior problems, such as kicking, biting, hair pulling.

APPROVALS:

Union Signature(s)	Date
Cancy McArn, Chief Human Resources Officer	Date
Jorge A. Aguilar, Superintendent	Date