

**Enterprise Elementary
School District
Job Description**

Job Title: Occupational Therapist (Classified Management Position)
Department: Special Education
Reports To: Director of Special Education or Designee
Range: Range G-1 – Classified Manager Salary Schedule
Prepared By: Director of Human Resources
Prepared Date: October 9, 2019
Approved By: Board of Education
Approved Date: May 26, 2021

SUMMARY

Under the direction of the Director of Special Education, provide occupational therapy services, intervention, treatment and activities to enhance motor, sensory, self-regulatory, feeding and other functional abilities among identified students; conduct student assessments and provide recommendations for occupational therapy intervention; develop, implement, evaluate and modify occupational therapy treatment plans and interventions in response to student needs and disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with public officials, school employees, parents, students and vendors using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Provide occupational therapy services, intervention, treatment and activities to enhance motor, sensory, self-regulatory, feeding and other functional abilities among identified students; establish and maintain treatment, intervention and therapeutic goals and objectives to improve student functioning and enhance learning.
- Develop and implement treatment plans and interventions for individual students according to student needs and disabilities; utilize physical, manipulation, positioning, environmental modification and other therapeutic techniques and strategies; monitor, evaluate and adjust individual treatment plans and therapy activities in response to the needs and progress of individual students.
- Administer student assessments and provide recommendations for occupational therapy intervention as appropriate; conduct observations, review student records and files, and utilize assessments in the identification of developmental needs and areas of suspected disabilities; provide support and assistance to parents and caregivers with implementing and meeting therapy goals.
- Provide consultation and training to teachers, staff and parents regarding occupational therapy and related students, treatment, interventions, assessments, principles, theories, standards, guidelines, requirements, practices and procedures
- Confer and collaborate with a trans-disciplinary team, teachers, staff, parents, medical providers, outside agencies and others in conducting assessments and observations, providing hands-on manipulation, and developing and implementing treatment programs, therapy services and related goals and objectives to enhance student and program progress, and meet student needs.

- Utilize and adapt a variety of intervention and treatment tools, equipment and materials during therapeutic activities; adjust and demonstrate the use of various therapeutic equipment as needed; evaluate and identify adaptive equipment needs and make adaptations to equipment to meet individual student needs; confer and collaborate with equipment providers in meeting student needs.
- Develop procedures, reporting forms and records to manage the program and comply with educational standards, state and national timelines.
- Reevaluate student performance, minimum of 1 time a year, including a written report, update of goals and objectives and make recommendations for future therapy needs.
- Prepare and maintain various records, reports and files.
- Attend and present information concerning student needs, disabilities, interventions and assessments at IEP and a variety of other meetings; collaborate with other personnel in the development and implementation of IEP goals and objectives.
- Prepare detailed and concise notes concerning daily therapy activities and student responses and progress; compile information and prepare and maintain various records and detailed written reports concerning students, goals, objectives, progress, assessments, interventions and assigned activities.
- Provides updates to parents with progress reports triennially.
- Communicate with students, staff, faculty, outside agencies and others to exchange information and resolve issues or concerns.
- Attend workshops, in-service, training seminars and other continuing education sessions to foster growth and educationally related practice.
- Conduct in-services and other training programs for both school staff and parents as to the role and scope of Occupational Therapy in the intervention program of the School District.
- Provide direct training and assistance to support staff directly involved with a student.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Coordinate, schedule and arrange treatments, services, meetings and other functions in support of assigned occupational therapy services and activities; attend and participate in conferences and in-services as directed.
- Travels to various schools in the District and other locations as needed to perform District approved business related to this position.
- Perform other duties which reasonably relate to the position

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must possess a valid California Driver's License and be able to provide a reliable private vehicle to perform duties that require travel. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B.S.) in occupational therapy or related field
- A minimum of one-year experience providing occupational therapy preferred

LANGUAGE SKILLS

- Ability to read, analyze and interpret professional journals, procedures and regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions
- Ability to communicate effectively with diversified groups and individuals

ABILITY TO

- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Conduct student assessments and provide recommendations for occupational therapy intervention
- Develop, implement, evaluate and modify occupational therapy treatment plans and interventions in response to student needs and disabilities
- Interpret, apply and explain rules, regulations, policies and procedures
- Operate a computer and assigned office equipment
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work

CERTIFICATES, LICENSES, REGISTRATIONS

- Graduation from an accredited occupational therapy program
- Currently registered with the American Occupational Therapy Certification Board (Required by Ed Code 3051.6)
- Valid CPR and First Aid
- Valid California driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell and hear and speak to exchange information. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an indoor and outdoor environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

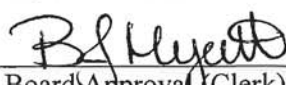
The noise level in the work environment is usually moderate.



Superintendent

5-26-21

Date



Board Approval (Clerk)

5-26-21

Date