

## **CLASSIFIED MANAGEMENT - JOB DESCRIPTION**

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### **PERRIS ELEMENTARY SCHOOL DISTRICT**

### **OCCUPATIONAL THERAPIST**

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#### **GENERAL DESCRIPTION:**

Under the direction of the Director of Special Education, the Occupational Therapist is responsible for participating with an integrative collaborative team to provide assessment, consultation to parents and teachers; performing consultation services and direct treatment for students with special needs and disabilities from preschool to eighth grade; providing occupational therapy services, intervention, treatment and activities to enhance sensory processing, perceptual-motor skills, motor coordination, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students; conducting student assessments and providing recommendations for occupational therapy intervention; developing, implementing, evaluating and modifying occupational therapy treatment plans and interventions in response to student needs and disabilities; and delivering professional development to staff on topics specifically related to the field of Occupational Therapy.

#### **DUTIES AND RESPONSIBILITIES:**

- Assess students' performance in activities that are meaningful, related to the curriculum, and applicable to daily life routines.
- Develop and maintain a district-wide system of Occupational Therapy referrals.
- Develop a therapy intervention plan that supports the IEP goals, objectives/outcomes and implement this plan in appropriate settings and curricula.
- Coordinate the development and implementation of goals with the IEP team.
- Identify and document student abilities and educational, developmental, or functional needs with the IEP team and develop goals and objectives.
- Document findings, actions taken, and/or recommendations made regarding areas of service and maintain records as required by the Special Education Department and identified by program needs.

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- Schedule, plan and administer occupational therapy treatments for children with identified needs according to Individualized Education Program (IEP) goals and the intervention plan.
- Provide direct and consultative occupational therapy services, based upon needs determined through established processes, schedule, participate, and lead play-based group activities and developmental activities.
- Recommend, design, create, and assist in acquiring adaptive equipment and special toys.
- Provide assistance to educational staff as part of case management through consultation, training and direct individual and group activities.
- Provide occupational therapy services, intervention, treatment and activities to meet specific student Individualize Educational Program (IEP) and therapeutic goals; evaluate students using standardized tests, observations and/or clinically derived surveys to enhance sensory processing, perceptual-motor skills, motor coordination, self-care, muscle strength, range of motion, postural reflexes and other functional abilities among identified students; establish and maintain treatment, intervention and objectives to improve student functioning and enhance learning.
- Write clear and comprehensive assessment reports, progress reports, and daily notes according to specified guidelines.
- Provides education, training and support to families related to student programming needs; conducts home and natural environment visits.
- 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; sensory processing and the role of the Occupational Therapists in the classroom.
- Attend and participate in IEP and other assigned meetings and conferences concerning students with special needs; collaborate with faculty, staff and administrators in the formulation, development and implementation of IEPs, intervention plans and related services, goals and objectives; collect and record data for IEPs and occupational therapy files.

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- Plan and prepare for therapy sessions, develop projects and programming, set up/break down and maintain safety of sensory-motor equipment.
- Communicate with students, staff, faculty, outside agencies and others to exchange information.
- Operate a variety of office equipment including a copier, fax machine, computer and other assigned equipment and software; utilize adaptive therapeutic equipment and tools; drive a vehicle to conduct work and attend meetings.
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, California Department of Education, Superintendent Policies and Administrative Regulations.
- Advanced knowledge of Assistive Technology, with the ability to conduct AT assessments with IEP teams, device orders, and service provision for effective implementation of AT.
- Perform related duties as assigned by supervisor.

#### **KNOWLEDGE OF:**

- Individual and group occupational therapy techniques commonly used with children who have special needs.
- Neuromuscular function and dysfunction, skeletal anatomy, motor and child development, Sensory Integration, and Educational and medical applications of adaptive equipment.
- Policies and Objectives of assigned program and activities
- Applicable section of State Education Code, and other relevant laws, as well as regulations relevant to the profession of Occupational Therapy
- First aid and Health/sanitation standards
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques
- All aspects of Assistive Technology, including assessment, device procurement, trials, trainings, as well as technology advances

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#### **ABILITY TO:**

- Provide appropriate therapeutic services to students from preschool through eighth grade.
- Communicate effectively with parents and district personnel about assessments, therapeutic activities, and student progress; ability to perform with a team in the assessment and implantation of the Individual Education Program (IEP).
- Take direction and constructive criticism from supervisory personnel.
- Demonstrate proficiency with the creation/writing of IEP goals.
- Develop recommendations for service type, quantity and mode of delivery.
- Communicate and collaborate effectively with Principals, Teachers, Parents, Related Service Providers, and other staff members.
- Keep objective documentation and data as indicated.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Speak English at a conversational level.
- Obtain and maintain in current status the licenses and certificates listed on the class specification.
- Participate in employer mandated professional development programs.
- Comply with rules and regulations of the Perris Elementary School District.
- Keep up-to-date with technological advances, developments in AT, as well as laws, regulations, and Best Practices for AT.

#### **EDUCATION:**

- Bachelor's or Master's Degree in Occupational Therapy from a college or university accredited by the Accreditation Council for Occupational Therapy education (ACOTE). Master's Degree is preferred.

#### **EXPERIENCE:**

- Two years' experience working with children with disabilities and autism is preferred.

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#### **CERTIFICATES/CREDENTIALS/LICENSES:**

- Current and valid registration in Occupational Therapy issued by the national Board for certification in Occupational Therapy (NBCOT)
- Certification in Assistive Technology or equivalent demonstration of skillset in AT
- Current and valid license by the California Board of Occupational Therapy (CBOT)
- Possession of a valid California State Driver's License and proof of insurance
- Valid First Aid and CPR certification

#### **WORKING CONDITIONS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift up to 50 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Work Year: 222 Days

200 Work Days, Classified Management Salary Schedule  
Job Description – Classified Management/Occupational Therapist  
Board Approved: June 11, 2020  
Salary \$8,725.10 - \$12,196.97/Monthly