



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Occupational Therapist

Class Code: 1182

Work Days: 205

GENERAL PURPOSE

Participate as a member of the educational team that assesses student performance in the areas of disability; develop assessment reports; identify student abilities within educational, developmental, or functional parameters; develop goals and objectives for consideration in the individualized education program (IEP) team meeting; develop individual occupational therapy intervention plans; maintain appropriate documentation and reports; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
 2. Assess student performance in activities that are meaningful, curriculum-oriented, and applicable to daily life routines.
 3. Evaluate student abilities and educational, developmental, or functional needs with the IEP team and develop long and short-term goals and objectives.
 4. Develop a therapy intervention plan that supports the IEP goals, objectives, and outcomes and implement this plan in appropriate settings and curricula.
 5. Attend IEP meetings, present findings, review evaluations, answer questions, and recommend services; maintain IEP documentation, including PLOP (Present Levels of Performance), services, accommodations, and supports, etc.
 6. Document findings, actions taken, and/or recommendations made regarding areas of service and maintain records as required by the Department and identified by program needs.
 7. Assist in the development of student transition plans, programs, and goals.
 8. Research needs and develop and implement training opportunities and professional development for educational staff, parents, and administrators.
 9. Order and maintain equipment and train staff in its use; prepare materials for use in the classroom; manage the weekly schedule; communicate with parents; and score assessments.
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10. Provide work direction and guidance to Certified Occupational Therapy Assistants and ensure all interventions are implemented correctly.
 11. Oversee OT interns' clinical practice, ensure safe and effective patient care, and guide their professional development.
 12. Obtain MD prescription approval for recommended OT service and review annually.
 13. Respond to emergency situations involving students and student behavior on a routine basis.
 14. Demonstrate attendance sufficient to complete the duties of the position as required.
 15. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Occupational therapy techniques commonly used with the severely and physically disabled population.
2. Theory of mental and physical rehabilitation underlying the practices of occupational therapy.
3. Skeletal anatomy, kinesiology, and the basic pathology involved in neuromuscular and/or orthopedic handicaps, as well as the objectives of occupational therapy treatment of physically handicapped children.
4. The physical and psychological problems of the severely and physically disabled population and their families, and normal growth and development of children.
5. Teaching severely and physically disabled children the fundamentals of self-care and other suitable life skill activities.
6. Construction and use of assistive devices, special toys, and equipment suitable for school and home use.
7. School-based occupational therapy practices, laws, and state guidelines.

Ability and Skill to:

1. Plan, organize, and conduct an occupational therapy and recreation program for neuromuscular and/or orthopedically involved children.
2. Respond to questions, inquiries, and complaints from parents, students, teachers, and representatives from other school districts.
3. Explain processes and procedures as they apply to the occupational therapy program.
4. Establish and maintain effective working relationships with various constituencies.
5. Prepare clear and concise correspondence, reports, and other written materials.
6. Communicate clearly and concisely, both orally and in writing, in English.
7. Support staff efforts to include occupational therapy techniques in the classroom setting.
8. Work with students, parents, staff, and community agencies.
9. Participate in the IEP team process.

10. Prepare reports and keep case records.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's from an occupational therapy program accredited by the American Medical Association, possession and maintenance of a valid license to practice as an Occupational Therapist in the state of California, valid certification issued by the National Board for Certification in Occupational Therapy, and one (1) year of recent, full-time equivalent, school-based experience in occupational therapy with children with severe and physical disabilities, including pediatrics and sensory motor evaluation and training.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification often lift students and carry materials or equipment. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame. This position includes the need to traverse uneven surfaces and may move students weighing up to 50 pounds and lift up to 100 pounds with assistance.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work including students, who may engage in potentially dangerous and/or abusive behavior.

WORK ENVIRONMENT

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

Employee typically works in an office environment that is fast-paced with high pressure.