

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 15, 2019

Classified Management Salary Schedule: 263; Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: OCCUPATIONAL THERAPIST

JOB PURPOSE STATEMENT: Under the supervision of the Director of Special Education or Designee, the Occupational Therapist (OT) will lead the process in development, implementation, and coordination of the OT program. Screening, evaluation, educational program/transition planning, therapeutic intervention, and exit planning is provided for students identified with or suspected of having disabilities that interfere with their ability to perform daily life activities or participate in necessary/desired occupations. Professional judgment/clinical knowledge are used to develop individualized programming based on the occupational performance deficits in the areas of personal care, student role, interaction skills, process skills, play, community integration/work, and graphic communication. OTs regularly collaborate with other disciplines/services at departmental/system levels. Clinical reasoning and professional judgment are essential to ensuring the safety of students and protecting the liability of the school system and the therapist. Direct supervision may be exercised over support personnel, such as Certified Occupational Therapy Assistants (COTAs).

JOB FUNCTIONS:

The Occupational Therapist provides school site and District-wide duties in the following areas:

- Collaborates with other disciplines to ensure team understanding of student occupational performance strengths and needs, through evaluation, educational program planning, and service delivery
- Evaluates the students' abilities and formulates the students' occupational profiles through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews
- Synthesizes evaluation results into a comprehensive written report reflecting strengths and barriers to student participation in the educational environment; Directs program

development; Guides evidence-based intervention; and Articulates these interventions to staff and families in a comprehensive manner

- Develops occupationally-based intervention plans based on student needs and evaluation results; Develops assessment reports describing motor development of children; Consults with staff and families on the appropriate implementation of these educational programs/interventions related to the development of motor skills
- Recommends appropriate materials designed to facilitate student development; Provides on-site interpretation and summaries of assessment results to families; Participates in the Individualized Education Plan (IEP) meeting to develop/update annual goals and objectives
- Demonstrates educational/ developmental strategies/activities to students, staff, and families; Suggests appropriate activities to accomplish motor goals set in the IEP
- Participates in multi-disciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans/interventions to achieve IEP goals
- Provides targeted, evidence-based therapeutic intervention to facilitate student participation and occupational performance within the school environment
- Adapts and modifies the environment and training instructional staff to meet individual needs and to help students function as independently as possible
- Educates students, educational personnel, and families to facilitate skills in areas of occupation as well as health maintenance and safety; Assures these health and safety practices and procedures
- Monitors and reassesses the effects of occupational therapy intervention and the need to continue, modify, or discontinue interventions; Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate
- Provides staff development for staff in the area of specialty and/ or intervention; Teaches, monitors, and collaborates with educational personnel, community agencies, parents, and students
- Utilizes technology to maximize job performance, as well as manage inventory of therapeutic equipment and assessments, as well as project needs for budgeting
- Maintains clinical/ administrative records in accordance with professional standards, state guidelines, and school system policy while using professional literature, evidence-based research, and continuing education to make decisions

- Adheres to federal and state legislation, regulation, and policies
- Maintains and carries out adopted policies of the Governing Board and district administration
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction
- Works collaboratively with the Superintendent, Governing Board, Cabinet, District Office staff members, principals, faculty, staff and parents utilizing courtesy, tact, and diplomacy; Establishes and maintains effective and cooperative working relationships with those contacted in the performance of duties
- Maintains the confidentiality of information used in personnel issues and/ or District functions
- Establishes a communication network with other District/County-wide Occupational Therapists; Demonstrates high visibility throughout the site and District, as well as strong, collaborative interpersonal skills
- Attends and participates in a variety of staff development and meetings; Participates in/ or coordinates professional growth activities;
- Effectively communicates through the use of the telephone and email;
- Prioritizes and manages multiple tasks independently;
- Performs other related duties as assigned.

Skills, Knowledge and Abilities

- Human development through the lifespan and integrates with student's unique developmental status (intellectual, sensory, and physical)
- Influence of disabilities, socio-cultural and socio-economic factors on student's ability to participate in occupations
- OT theories, models of practice, principles, and evidence-based practice to guide intervention decisions
- Techniques used in the assessment and treatment of disabilities
- Child guidance/principles/practices related to children with special needs

- Variety of current treatment approaches appropriate to meet the students needs, instructional goals, and classroom support
- Comprehensive Knowledge of Federal, State, local legislation, regulations, policies, and procedures that mandate and guide OT practice in schools
- Ensure accurate assessments of developmental status and educational needs of children
- Work collaboratively with a team of others
- Work independently with limited supervision
- Oversee and coordinate the work of others
- Utilize correct English usage, grammar, spelling, punctuation, and vocabulary
- Utilize exemplary oral and written communication skills
- Provide outstanding public relations techniques

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English and read English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps, and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education/Credentials/Experience:

- Bachelor's degree required
- Successfully graduated from an accredited occupational therapy professional program recognized by NBCOT and have completed all fieldwork requirements

- At least two (2) years of full-time occupational therapist experience in a school system or other pediatric practice setting desired

Licenses, Certifications, Bonding and/or Testing:

- Initial certification by the National Board for Certification of Occupational Therapy
- Current license by the Board of Occupational Therapy
- Possess and maintain a valid California Driver's license and evidence of insurability
- TB clearance
- Drug/Alcohol clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position