



## Occupational Therapist

### **Purpose Statement**

The job of Occupational Therapist is done for the purpose/s of providing Occupational Therapy (OT) and mobility services to students that require specialized instruction to function in an educational environment, and to ensure FAPE. These services include screening, identifying, assessing, direct OT and Motor Services, equipment management and staff/parent training for students determined eligible for services.

This job reports to Assistant Director of Special Education

### **Essential Functions**

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collaborates with special education teams for the purpose of conducting appropriate assessments, reviewing data, obtaining parental consent, and informing parents of procedural safeguards for students with disabilities.

Collects and maintains student performance data for the purpose of documenting student progress.

Completes reports for the purpose of compliance with state and federal Special Education and Medicaid mandates.

Disseminates information (e.g. progress reports on IEP goals, etc.) for the purpose of informing parents at least quarterly and as requested.

Documents services and contacts with student/parents for the purpose of maintaining compliant student special education folders.

Identifies strengths/weaknesses and documents the students' present level of academic and functional performance (PLAAFP) for the purpose of informing IEP goals that align with OT and motor services as a related service.

Implements appropriate OT and motor services and trains other staff for the purpose of implementing services listed on the student's IEP.

Meets with other teams for the purpose of supervising support personnel, instructional assistants, university students, and others as assigned.

Monitors and complies with all legal requirements for the purpose of supporting all federal, state, and PCSD policies and procedures.

Performs other related duties as assigned for the purpose of ensuring legally compliant, appropriate and effective itinerant services to students with disabilities.

Provides training for the purpose of professional development of other educational staff, community and family members.

Provides maintains, and delivers appropriate adaptive equipment for the purpose of supporting student learning.

Troubleshoots problems for the purpose of identifying materials, access to curriculum, and alternative strategies to support student learning.

Uses PCSD approved standardized assessments, and dynamic assessment in both formal and informal procedures for the purpose of making decisions based on assessment.

Writes effectively for the purpose of creating compliant IEP's and other reports.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; preparing and maintaining accurate records; assess student needs and interpret assessments; work effectively with teachers, students and teams; demonstrate effective therapy techniques; evaluate and modify IEP goals; use technology to increase student achievement; advocate for students with disabilities; provide effective therapy.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; assessment instruments and techniques; current and emerging technology; health standards and hazards; job-related codes/laws/rules/regulations/policies; treatment modalities; medicaid funding.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with persons of diverse backgrounds; meeting deadlines and schedules; working as part of a team; drive to various schools throughout the district; quickly establish rapport with faculty, families and students; maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 55% sitting, 15% walking, and 30% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

#### **Equivalency:**

#### **Required Testing:**

#### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

#### **Continuing Educ. / Training:**

Continuing Education Requirements  
Maintains Certificates and/or Licenses

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

#### **FLSA Status**

Exempt

#### **Approval Date**

3/22/2021

#### **Salary Grade**

Lane 1 Bachelor's Degree