

**TITLE: OCCUPATIONAL THERAPIST**

**QUALIFICATIONS**

Knowledge of

1. Individual and group occupational therapy techniques commonly used with children who have special needs.
2. Neuromuscular function and dysfunction, kinesiology, skeletal anatomy, and basic pathology involved in orthopedic disabilities.
3. Educational and medical applications of adaptive equipment.
4. Physical problems of the severely and physically disabled population and their families, and normal growth and development of children.
5. Child Development.
6. First aid.
7. Generally accepted standards of health and sanitation.
8. Activities of daily living.
9. District organization, operations, policies, and objectives.
10. Interpersonal skills using tact, patience, and courtesy.
11. Record-keeping techniques.
12. Safety rules and regulations for this position.

Ability to

1. Be a productive and active team member.
2. Plan, organize, and conduct a therapy program for children with disabilities.
3. Respond to questions, inquiries, and complaints from parents, students, and teachers.
4. Explain processes and procedures as they apply to the therapy program.
5. Support staff efforts to include therapy techniques in the classroom setting.
6. Work with students, parents, staff, and community agencies.
7. Establish processes and procedures as they apply to the therapy program.
8. Prepare reports and keep case records.
9. Apply general policies and procedures to specific situations.
10. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
11. Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.
12. Establish and maintain effective work relationships with those contacted in the performance of required duties.
13. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
14. Make accurate and timely decisions
15. Perform the job functions in the job description.
16. Present and maintain a pleasant appearance and demeanor.
17. Understand and carry out verbal and written instructions.
18. Work both collaboratively and independently.
19. Work successfully with diverse groups of people.

Training and Experience

1. Bachelor of Science degree from an accredited university and registration with the National Board for Certification in Occupational Therapy.
2. Experience providing occupational therapy services to children of various ages.
3. Experience working as part of an education team.
4. A work history demonstrating dependability and reliability.

**REPORTS TO:** Assigned administrator

**JOB GOAL:** Participates as a member of the educational team; develops assessment reports; identifies student abilities within educational, developmental, or functional parameters; develops goals and objectives for consideration in the individualized education program (IEP) team meeting; develops individual occupational therapy intervention plans, and maintains appropriate documentation and reports.

**ESSENTIAL FUNCTIONS**

1. Achieves a maximum level of functioning in self-care activities with particular emphasis on muscle reeducation involving reach, grasp, release, opposition, coordination, relaxation and balance, and control of overflow and to assess oral dysfunction and feeding, and other activities of daily living.
2. Assesses students' performance in activities that are meaningful, related to the curriculum, and applicable to daily life routines.
3. Assists with the development of student transition plans, programs, and goals.
4. Coordinates the implementation of goals/outcomes with the IEP team.
5. Demonstrates and monitors the use of adaptive equipment.
6. Develops a therapy intervention plan that supports the IEP goals, objectives/outcomes and implements this plan in appropriate settings and curricula.
7. Documents findings, actions taken, and/or recommendations made regarding areas of service and maintains records as required by the Special Education Department and identified by program needs.
8. Follows district policies and procedures.
9. Identifies and documents student abilities and educational, developmental, or functional needs with the EIP team and develops long- and short-term goals and objectives.
10. Knows and understands the Mission and Core Values of the district.
11. Participates in district in-service training as required.
12. Provides assistance to educational staff as part of case management through consultation, training and direct individual and group activities.
13. Recommends, designs, creates, and assists in acquiring adaptive equipment and special toys.
14. Responds to questions, inquiries, complaints, and clarifies occupational therapy goals and services to parents, students, teachers, and special education staff.
15. Schedules, plans, and administers occupational therapy treatments for children with physical limitations, orthopedic impairments, and/or other problems for the purpose of aiding their physical rehabilitation according to Individualized Education Program (IEP) goals and the intervention plan developed for a student.
16. Trains and supervises Occupational Therapy Assistant to provide occupational therapy to students.

**OTHER FUNCTIONS**

1. Performs other related duties as required.

**WORKING CONDITIONS**

ENVIRONMENT

1. Indoor and outdoor environment on a public school campus.
2. Driving a vehicle to conduct work.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Visual ability to read handwritten or typed documents and instructions.
3. Able to conduct verbal conversation in English.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sit, stand, stoop, kneel, bend, and walk.
6. Able to stand for sustained periods of time.
7. Able to walk for sustained periods of time.
8. Able to climb slopes, stairs, steps, ramps, and ladders.
9. Vision which allows accurate observation from a distance.
10. Able to lift up to twenty (20) pounds.
11. Able to carry up to twenty (20) pounds for extended distances.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to work in a wide range of temperatures and weather conditions.
20. Able to physically perform non-violent crisis intervention procedures.
21. Able to operate a motor vehicle in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification.
3. Possession and maintenance of a valid and appropriate California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
4. Registration with National Board for Certification in Occupational Therapy.
5. Registration with the American Occupational Therapy Association desired.
6. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.

**TERMS OF EMPLOYMENT:** 205-day work year  
Classified Management

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The Coordinator of Special Education or designee will give the evaluation.

Approved by: Board of Education Date: October 11, 2001

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**