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**Position:** Occupational Therapist-Registered (OTR)

**Department:** Special Education

**Reports To:** Director, Principal, Vice Principal

**FLSA:** Non-Exempt

**Pay Grade:** Classified Management

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### **SUMMARY**

The Occupational Therapist-Registered (OTR) will help students improve their ability to participate in desired daily life activities or “occupations.” In the educational setting the OTR uses their unique expertise to help students prepare for and perform important learning and developmental activities. The OTR works with students who have conditions that are mentally, physically or developmentally disabling. They not only help students improve their basic motor functions, they also help students compensate for permanent loss of function.

### **DISTINGUISHING CHARACTERISTICS**

The OTR provides specialized assessment, consultation and direct services related to sensory-motor development and other identified developmental needs to students. The OTR develops IEP goals and objectives, develops treatment plans and supervises and evaluates Certified Occupational Therapy Assistants (COTA). To be considered for this position, the incumbent must have demonstrated successful experience in occupational therapy.

### **ESSENTIAL TYPES OF DUTIES** (Examples)

- Serves as a member of the educational team serving the needs of children and families;
- Performs a variety of professional and specialized services to students within a specific need population; provides assessment, consultation, and direct occupational therapy to students enrolled in or referred to special education programs;
- Conducts student assessments; communicates results via written reports and oral presentations; develops treatment/intervention plans to include measurable goals and objectives; monitors student response to treatment/intervention; and modifies strategies as necessary to attain goals;
- Supervises and evaluates Certified Occupational Therapy Assistant (COTA); schedules and plans activities within the scope of competency of the assistants; provides and/or recommends professional development activities for the assistants; and evaluates assistants in accordance with the collective bargaining agreement;
- Maintains communication with families in order to provide information, coordinate programs, and coordinate community services;
- Provides education, training and support to families related to student programming needs; conducts home visits; recommends, designs, creates and assists in acquiring adaptive equipment and special toys; demonstrates use and maintenance of adaptive equipment;
- Attends Individualized Family Service Plan (IFSP) and Individual Education Plan (IEP) meetings;

- Prepares detailed written reports and summaries regarding home intervention activity plans and consultations for staff and parents related to assessments, home visits and intervention activities; prepares parent and staff handouts, files and maintains general records;
- Maintains files on students as part of the IFSP and IEP team; prepares letters and formal requests to agencies for equipment needs, funding sources and coordinates related services;
- Attends and schedules various meetings and appointments; provides information; and coordinates professional and community resources with other staff and related organizations;
- Communicates effectively with students, parents, staff, and other community agencies regarding technical information;
- Collaborates with school personnel, agencies and community resources for the purpose of improving the quality of student outcomes and developing solutions;
- Plans and prepares for therapy sessions; develops projects, cleans and maintains equipment, and sets up and breaks down sensory-motor room equipment; maintains sensory-motor room in a hygienic and orderly manner;
- Travels to County and District sites, community preschools and various District programs to provide occupational therapy to students; and
- Performs other duties as required to accomplish the objectives of the position.

## **QUALIFICATIONS**

**Knowledge Of:** Requires the knowledge of principles, methods and equipment used in occupational therapy; techniques used in the assessment and treatment of disabilities; intellectual, social and emotional growth patterns and physical development of children; occupational therapy techniques in working with children with disabilities; educational and developmental needs of children with specific disabilities; methods and techniques of instruction; oral and written communication skills; effective interpersonal skills using tact, patience and courtesy; pertinent Federal, State and local laws, codes and regulations; computer hardware and related software; record-keeping techniques; and health and safety regulations.

**Ability To:** Requires the ability to perform a variety of professional and specialized services to students within a specific need population; provide assessment, consultation and direct occupational therapy to students enrolled in or referred to special education programs; use a variety of modern methods, techniques and practices in occupational therapy; make accurate assessments of the developmental status and educational needs of students; understand the unique differences and needs of handicapped students and their parents; administer assessment tests and participate in the IEP team process; properly use and care for the materials, supplies and equipment; fit and adjust adaptive devices; assist students by providing proper examples, emotional support, friendly attitude and general guidance; prepare and maintain accurate and complete records, files and reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; maintain confidentiality of privileged information obtained in the course of work; operate a computer and related software; and lift, move and position disabled students according to safety regulations.

**Physical Abilities:** The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties; hearing and speaking to make presentations and exchange information in

person and on the telephone; dexterity of hands and fingers to operate specialized equipment and a computer keyboard; seeing to read and prepare documents and reports and view computer monitors; sitting, standing or walking for extended periods of time; kneeling, bending, stooping, bending at the waist and reaching overhead, above the shoulders, and horizontally; requires physical effort to lift or carry light to moderate objects on a continuous basis, heavy weight objects on an infrequent basis; and ability to lift, move and position disabled students.

**Education and/or Experience:** Any combination equivalent to a bachelor's degree in occupational therapy or related field or certification in Pediatric Occupational Therapy. A master's degree is preferred.

**Licenses and Certificates:** Must possess the appropriate license or certificate issued by the California Board of Occupational Therapy which requires certification from the National Board of Occupational Therapy, TB test clearance, California Department of Justice fingerprint clearance, valid First Aid and Cardiopulmonary Resuscitation Certificates, a valid California driver's license and proof of insurance.

**Board Reviewed: July 12, 2007**