

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Occupational Therapy Specialist	<b>REPORTS TO:</b>	Therapy Services Supervisor
<b>DEPARTMENT:</b>	Special Education Programs Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	061 OTBS
<b>REVISED:</b>	September 29, 2009		

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**BASIC FUNCTION:**

Provide assessment, consultation, and direct occupational therapy to students enrolled in or referred to special education programs; collaborate with general and special education staff and parents, to identify strategies, methods, and patterns of instructional support.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

**E = Essential Functions**

Assess students' skills and abilities in visual motor and perception, oral motor, sensory processing and self-regulation, motor planning, activities of daily living, fine motor function, social interactions, organizational skills and postural stability. **E**

Collaborate with general and special education staff and parents to identify strategies, methods and patterns of instructional support that enhance achievement for students with special needs; act as liaison to district staff, physicians, parents, and other agencies in implementing the student's IEP. **E**

Assist in developing the students' Individualized Education Plan (IEP). **E**

Develop individual student base line goals and therapy intervention plan. **E**

Provide occupational therapy intervention to students. **E**

Provide assistance to educational staff through consultation, training, and direct individual or group activities. **E**

Travel to school sites as required to provide itinerant therapy services. **E**

Monitor therapy received by students and record progress using district-wide applications and other designated reporting formats. **E**

Design and develop adaptive equipment and adjust for proper fit as needed. **E**

Act as liaison to district staff, physicians, parents, and other agencies in implementing the student's IEP.  
**E**

May train, lead and direct the work of staff as assigned. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to graduation from an accredited school of occupational therapy and California license as an Occupational Therapist; clinical affiliation in pediatrics is desirable; experience working with children in an occupational therapy or educational setting is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

A current and valid license issued by the California Board of Occupational Therapy to practice occupational therapy.

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, methods, and equipment used in occupational therapy.

Activities of daily living.

Psychodynamics of individuals with disabilities.

Child development and growth including neurological and physical dysfunction.

Technical aspects of field of specialty.

Reading and writing English communication skills.

**ABILITY TO:**

Design and fit adaptive devices.

Administer required assessments and evaluate student progress.

Recommend educationally related treatment objectives and implement therapy.

Operate standard office equipment including microcomputers and related software applications.

Lift and move moderately heavy objects and assist in student positioning.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office, community, and classroom setting; driving vehicle to school sites to provide assistance to students and staff.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment and perform assigned duties; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to

retrieve and store files and supplies; lifting and moving moderately heavy objects, and assist with student positioning.

Revised 9.29.09--JB

Revised 11.01.07--JB

Job Code 6910

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