

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Occupational Therapy Specialist	REPORTS TO:	Therapy Services Supervisor
DEPARTMENT:	Special Education Programs Division	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	063 OTBS
REVISED:	November 1, 2007		

BASIC FUNCTION:

Assist in developing and coordinating specialized school-based occupational therapy programs and methods and train therapy staff in their use; act as a resource to staff regarding occupational therapy services to students enrolled in or referred to special education programs; lead the work of others and provide occupational therapy services as assigned.

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

Assist in developing and coordinating innovative therapy programs, protocols, and methods designed to meet the educationally-related needs of students with disabilities. **E**

Review and recommend evidence-based occupational therapy best practices; develop methods of data collection, progress monitoring, and program evaluation tools to establish therapy intervention efficacy and its impact on student achievement. **E**

Serve as a resource to district occupational therapy specialists and contracted occupational therapy service providers. **E**

Travel to school sites and other locations as required to provide itinerant therapy support. **E**

Assist Therapy Services Supervisor to provide staff orientation and training, recruitment activities, and professional development opportunities for therapy and school staff. **E**

Confer with supervisor on issues such as personnel, work assignments, procedures, materials and equipment needs, etc. **E**

Assist in the selection of and monitor standard assessment methods. **E**

Serve as liaison to community agencies. **E**

May provide regular occupational therapy specialist services including central Individualized Education Plan (IEP) assignments.

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

Assist in developing students' IEP. **E**

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

Monitor therapy received by students and record progress. **E**

Maintain a variety of records and prepare reports as required. **E**

Design and develop adaptive equipment and adjust for proper fit as needed. **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 a Occupational Therapist, supplemented by two years of recent, full-time equivalent, paid, supervised experience in occupational therapy, including pediatrics and sensory motor evaluation and training in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current and valid license issued by the California Occupational Therapy Board 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:

Current best practices, standards, and methods used in school-based occupational therapy.

Federal and state laws related to Special Education process and procedures.

Individualized Education Program development and implementation.

Oral motor facilitation, activities of daily living, psychodynamics of individuals with disabilities, and child development and growth including neurological and physical dysfunction.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Train and lead the work of others.

Develop written therapy programs and protocols.

Administer required assessments and evaluate student progress.

Recommend educationally related treatment objectives and implement therapy.

Work with all levels of district staff, parents, health care professionals, and other health care agencies.

Design and fit environmental adaptations and assistive devices.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively and maintain cooperative relationships.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, community, classroom and office settings; driving a vehicle to school sites to provide therapy support 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; 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 in student positioning.

Revised 11.01.07--JB

Job Code 6906

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