

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Occupational Therapist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	February 13, 2013	<b>SALARY:</b>	E-23/Management Salary Schedule

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**BASIC FUNCTION:**

Provide occupational therapy services to identified students; provide assessment and consultation to school personnel and families to identify strategies, methods and patterns to ensure students have access to high quality learning options and a variety of activities.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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 principal job elements.)**

Provide occupational therapy services to students to enable them to access the academic program in their educational setting. *E*

Evaluate students using standardized test and observe activities that involve fine motor tasks to determine eligibility for occupational therapy needs. *E*

Evaluate sensory impairments and perceptual motor skills, and make recommendations to staff regarding methods and information to improve functional skills to assist students to achieve their personal best. *E*

Collaborate with staff and families to identify strategies, methods and patterns of instructional support that enhance achievement and assist students to stay in school on target to graduate. *E*

Serve as case manager and liaison for students whose primary related Special Education service is occupational therapy to provide students access to high quality learning options and a variety of activities. *E*

Provide reports for use in determining eligibility, present performance levels, progress, goals, objectives and appropriate interventions to ensure students stay in school on target to graduate. *E*

Maintain and record progress notes in student records or other designated reporting formats; maintain documentation as required to ensure compliance with administrative policies and state and federal laws and regulations. *E*

Reevaluate students' individual occupational therapy needs on a regular basis in order to implement, continue or expand practices proven to raise student achievement. *E*

Plan, develop and provide staff development to Special Education and General Education staff members to provide students access to high quality learning options to achieve their personal best. *E*

Communicate and establish collaborate relationships with families regarding occupational therapy services including home programs to meet the needs of families and students. *E*

Serve as a resource for staff on issues related to occupational therapy; provide training in individual or group setting. *E*

Review reports from health care providers and coordinate occupational therapy services to meet the needs of students in support of raising student achievement. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis and provide *clear*, constructive feedback to improve staff effectiveness in support of professional learning. *E*

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's Degree in Occupational Therapy from an accredited college or university. Successful experience in planning and providing occupational therapy services to children in a medical or educational setting.

**LICENSES AND OTHER PREFERRED REQUIREMENTS:**

Valid license to practice Occupational Therapy; valid California Drivers License.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State and Federal laws, regulations and codes applicable to occupational therapy.  
Fundamental principles and accepted trends in the field of school occupational therapy.  
Physical, intellectual, social, and emotional growth patterns in students.  
Interpersonal skills using tact, patience, and courtesy.  
Principles and practices of supervising, training and providing work direction.  
District organization, operations, policies, objectives and goals.

**ABILITY TO:**

Use a variety of current methods, techniques and practices in occupational therapy.  
Properly use and care for materials, supplies and equipment employed in performing services as an occupational therapist.  
Work confidentially with discretion.  
Complete work with many interruptions.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Compose correspondence and written materials independently.  
Plan, organize and prioritize work in order to meet schedules and time lines.  
Travel to other sites and locations.  
Communicate, understand and follow both oral and written directions effectively.  
Maintain current knowledge of trends in the assigned field.  
Demonstrate loyalty and high ethical standards.  
Analyze situations accurately and adopt an effective course of action.  
Learn new or updated computer systems and/or software programs to apply to current work.  
Design an effective system of reporting progress and monitoring results.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.  
Prepare comprehensive reports.  
Negotiate skillfully in difficult situations and create solutions to promote compromise.  
Supervise, train and evaluate the performance of assigned staff.  
Plan and organize work to meet schedules and times.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School sites; indoor and outdoor settings; constant interruptions; occasional contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, light lifting of needed materials; physical fitness to carry out duties; dexterity to operate a computer and other office equipment; seeing to read and ensure accuracy of records and documents; hearing and speaking to exchange information or make presentations; sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*