



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: Occupational Therapist

Position Type: <b>Exempt</b>	Department: <b>District Office</b>
Salary Schedule: <b>Other Professional Staff</b>	Reports to: <b>Director of Student Support Services and Motor Coordinator</b>
Term of Employment: <b>9 months</b>	Location: <b>Schools</b>
Shift: <b>Day</b>	Date: <b>June 8, 2017</b>
	Approved by: <b>Human Resources</b>

### POSITION SUMMARY:

Provides occupational therapy service for eligible students.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### ESSENTIAL FUNCTIONS:

- Provides screening, evaluation and diagnostic services for referred students within required timelines.
- Participates as a consultant to the General Education Intervention Team (GEIT) as needed and serves as a member of the Multi-Disciplinary Evaluation Team as needed in developing strategies in order to enhance the student's learning in the educational setting.
- Prepares and implements Individual Education Plan (IEP) goals and objectives that are purposeful, goal-directed and developmentally sequenced.
- Provides consultation and therapy for eligible students with disabilities in special education programs or who require specialized ancillary services in the general classroom and using pull-out services only when necessary.
- Suggests ways to integrate therapy goals and objectives into daily classroom and home activities.
- Provides consultation and inservice education to staff and families.
- Prepares and maintains accurate and thorough evaluation reports, progress reports, therapy logs and compliance documentation.
- Attends required department and campus meetings.
- Demonstrates knowledge of content and therapeutic knowledge.
- Demonstrates knowledge of students.
- Selects IEP Goals and Objectives.
- Demonstrates knowledge of resources.
- Designs coherent instruction.

- Assesses student learning.
- Creates an environment of respect and rapport.
- Establishes a culture for learning.
- Manages session procedures.
- Manages student behavior.
- Organizes physical space and resources.
- Communicates clearly and accurately.
- Provides feedback to students.
- Demonstrates flexibility and responsiveness.
- Reflects on teaching.
- Maintains accurate records.
- Communicates with families.
- Contributes to department, school and District.
- Grows and develops professionally.
- Shows professionalism.
- Must meet any additional specific job requirements as indicated by the department.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises and evaluates Occupational Therapy Assistants.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a current license as an occupational therapist issued by the Arizona Board of Occupational Therapy Examiners in order to practice occupational therapy in the State of Arizona.

### **EDUCATION AND/OR EXPERIENCE:**

- Must have graduated from an accredited occupational therapy education program approved by the American Occupational Therapy Association.
- Minimum of one year clinical experience, sensory-integration and pediatric experience preferred.
- Continuing education in the field of special education, preferably in the public school setting.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*