

**DESERT SANDS UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

Classification: OCCUPATIONAL THERAPIST COORDINATOR
Employment Category:

Salary Range: 22
FLSA Designation: Exempt

Job Summary:

Under supervision of the Director of Special Education or designee, the Occupational Therapy Coordinator assists students with conditions that are mentally, physically, developmentally or emotionally disabling to promote their basic educational program; provides related training and consultation to staff and parents.

Essential Job Functions:

- **Respond** to request for services and screen students to determine need for referral and intervention..
- **Gather** and interpret data to evaluate student needs as a basis for treatment planning.
- **Interpret** evaluation findings to parents, IEP and instructional teams.
- **Develop** intervention plans including measurable goals and objectives with strategies for meeting them.
- **Implement** intervention plans directly or through training and supervision of parents, instructional personnel; and certified Occupational Therapy Technician/Special Education.
- **Monitor** student response to intervention and modify strategies to attain goals.
- **Identify** and evaluate adaptive equipment to assist student in self care and academic activities.
- **Provide** training, direction and support for ancillary staff as required.
- **Develop** appropriate home or community programming to maintain and enhance the performance of students in their natural environment.
- **Recommend** termination of service when benefit has been achieved.
- **Document** evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion.
- **Assist** in developing transition plans for student moving to other environments.
- **Work** cooperatively with personnel from other agencies providing services to the student or family.
- **Participate** in professional growth activities in special education and in pediatric occupational therapy.
- **Perform** other related duties as may be determined by the Director, Special Education or designee.

Other Job Functions:

- **Administer** first aid and provides medical assistance.
- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **May** assist with community based instruction.
- **Participate** in various meetings for the purpose of receiving and/or providing information.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Knowledge of child growth and development; common disabling conditions of children; theory and practice of occupational therapy as it applies to infants, children and youth; strategies and methodologies in educational settings; special education law relative to occupational therapy services; recordkeeping and report preparation techniques; principles of supervision and training; modern office practices, procedures and equipment; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; oral and written communication skills; operation of a computer and assigned software; administer appropriate assessments; interpret history and assessment data; design and implement appropriate intervention strategies; interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures; perform special handling of physically disabled children or youth requiring strength and dexterity; train and support performance of assigned personnel; attend workshops and conferences to enhance base knowledge of pediatric occupational therapy; prepare and maintain accurate and complete records, files and reports; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; plan and organize work; maintain consistent, punctual and regular attendance; hear and speak to exchange information in person or on the telephone; see to read a variety of materials; move hands and fingers to operate a computer keyboard.
- **Physical Requirements:** Sufficient strength to safely lift and move heavy objects and assist in student positioning. The requirements of the position are maintained in the Personnel Department; and, individuals shall be able to perform the essential functions of the position.
- **Working Conditions:** Office environment and travel; subject to lifting, pushing, pulling, bending, reaching, climbing, temperature extremes, travel and weather conditions.,
- **Education and Experience Required:** Bachelor's degree or higher from an accredited college or university with a major in occupational therapy and two (2) years experience in occupational therapy with a primary focus on pediatric clients.
- **Licenses, Certifications and Testing Required:**
 - Must possess or have the ability to obtain certification by the American Occupational Therapy Certification Board within one (1) year.
 - Valid California Driver's License
 - Personal transportation for job-related travel.
 - Current First Aid Certificate and CPR Certificate.
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.

Personnel Commission: 04/22/04