

JOB DESCRIPTION
Nogales Unified School District #1

OCCUPATIONAL THERAPIST

Purpose Statement:

The job of OCCUPATIONAL THERAPIST is done for the purpose/s of assessing students' functional development level providing appropriate treatment to meet individual student objectives; and providing recommendations for program development and student placement in special education.

This job reports to STUDENT SERVICES DIRECTOR

Functions

- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.

Essential Functions

- Assesses students' fine motor and development skills (e.g. perceptual-motor, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining their deficits and developing recommendations.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Instructs students, parents and school staff for the purpose of implementing plans for remediation of functional limitations.
- Prepares a wide variety of written materials (e.g. IEP reports/evaluations) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Screens and/or evaluates students as appropriate for the purpose of determining the need for further individualized assessment and IEP compliance.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, preparing and maintaining accurate records, verbal and written communication skills.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish) helpful, stages of child development

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, assessing learning outcomes achieved by students, communicating with students, creating and maintaining climate of respect
 maintaining confidentiality, meeting deadlines and schedules
 planning instructional goals/outcomes for students, setting priorities, utilizing current technology, working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education Bachelors degree in job related area.

Required Testing

None specified

Certificates & Licenses

Valid Arizona Occupational Therapist License and bachelor's degree in occupational therapy

Continuing Educ. / Training

Maintain Arizona Certification, Maintain Fingerprint Clearance Card

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Special Services SS