

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**OCCUPATIONAL THERAPIST**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Allied Health	C/4/3	Exempt

**CLASS SUMMARY:**

The Occupational Therapist is the second level of a two level series. Incumbents are responsible for screening, evaluating, and providing services within the professional occupational therapy scope of practice including the evaluation and planning of individual education plans (I.E.P.s).

Duties include screening and evaluating referred students; remediation, restoration, or activity compensation treatment; using assistive technology services for educationally-related functional deficits; planning and preparing activities for students; providing recommendations to teachers and parents; preparing progress reports; and supervising and monitoring job performance and case load of Certified Occupational Therapist Assistants.

Incumbents supervise staff performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the same duties as those they supervise.

The Occupational Therapist is distinguished from the Occupational Therapist Assistant in that the former has responsibility for evaluation and planning of individual education plans (I.E.P.s) whereas the latter provides services specified in the I.E.P.



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<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Plans and implements educationally relevant goals and objectives including identifying interventions and environmental modifications and planning the students' Individual Education Plans (I.E.P.s).	Daily 20%	C/4
Supervises and monitors job performance and caseload of Occupational Therapist Assistants.	Daily 20%	B/3
Implements educationally relevant goals and objectives for students by determining appropriate frame of reference, interventions, and environmental modifications necessary to achieve objectives.	Daily 20%	B/2
Plans and prepares activities for student including providing recommendations to parents and teachers for activities.	Daily 10%	B/2
Screens and evaluates referred students including determining necessary assessments to analyze student qualification for services and the frequency and mode of treatment.	Monthly 10%	C/4
Collaborates with educators and staff determining interventions that work; communicating evaluation results; discussing relevant treatment issues; and assisting in the development of department goals.	Monthly 5%	C/4
Submits Medicaid (AHCCCS) billing as directed.	Monthly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

**Training And Experience:**

Bachelor's Degree in occupational therapy is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- AZ Occupational Therapist License;
- National Board of Occupational Therapy Examiners Certified Occupational Therapist;
- AZ Fingerprint Clearance Card;
- AHCCCS number for Medicaid billing within four weeks of appointment.



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#### **Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Occupational therapy subject matter such as anatomy, physiology, kinesiology, neuroanatomy, and relevant medical terminology;
- Normal and pathological child development;
- Safety procedures.

#### **Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Performing therapeutic interventions;
- Clinical reasoning;
- Handling students to include physical transfer, muscle facilitation/inhibition, and use of gross and fine motor skill equipment;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

#### **ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



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**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

