

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Occupational Therapist

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Special Programs	ACCOUNTABLE TO: Director	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbents are responsible for screening, evaluating, and, when necessary, providing remediation, restoration, or compensation for educationally related functional deficits. Duties include: screening and evaluating referred students; planning and preparing activities for students; providing suggestions to teachers and parents; preparing progress reports; and, supervising and monitoring job performance and case load of Certified Occupational Therapist Assistants (COTAs).		
DISTINGUISHING CHARACTERISTICS: The Occupational Therapist is the second level of a two level Occupational Therapy series. The Occupational Therapist is distinguished from the Occupational Therapist Assistant which does not have responsibility for screening, evaluation, or plan development.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises and monitors job performance and caseload of Certified Occupational Therapist Assistants (COTAs).	Daily	B3
2.	Plans and prepares activities for students to include providing suggestions to teachers and parents.	Daily	B2
3.	Plans and implements educationally relevant goals and objectives to include deciding interventions and environmental modifications and planning the Individual Education Plan (I.E.P.).	Daily	C4
4.	Prepares student progress reports and documents all services provided to include determining what information is critical.	Daily	B2

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5.	Screens and evaluates referred students to include determining what assessments to analyze, whether the student qualifies, and frequency and mode of treatment.	Monthly	C4
6.	Collaborates with educational staff to determine which interventions are working, to communicate evaluation results, and to discuss and develop departmental goals and issues.	Monthly	C4
7.	Submits Medicaid billing as directed.	Monthly	A1
8.	Performs other duties of a similar nature or level.	As Required	N/B

<p>Knowledge (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Anatomy, physiology, kinesiology, and neuroanatomy; • Normal and pathological child development; • Medical terminology.
<p>Skills (position requirements at entry):</p> <p>Skill in:</p> <ul style="list-style-type: none"> • Using computer and related software; • Performing therapeutic interventions; • Analyzing tasks and clinical reasoning; • Handling students to include physical transfers, muscle facilitation/inhibition, and use of gross and fine motor equipment; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

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

Licensing Requirements (position requirements at entry):

- Arizona State Occupational Therapist License.
- AHCCCS number to submit Medicaid billing (within four weeks of hire).

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, lifting, fingering, grasping, talking, hearing, and seeing.

Incumbents may be subjected to body fluids and travel.

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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98