

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**SCHOOL OCCUPATIONAL THERAPIST, SPECIAL EDUCATION**

**Job Purpose**

Delivers occupational therapy services to students placed or referred for placement in special education programs.

**Responsible To**

Coordinator, Special Education Related Services or designee for administrative direction  
Senior School Therapist or Coordinating School Therapist for technical direction

**Subordinates**

School Occupational Therapy Assistant

**Functions**

Essential Functions

1. Conducts assessments of students to determine eligibility for occupational therapy.
2. Evaluates and provides occupational therapy services to students with special education eligibilities.
3. Reviews reports from health care providers requesting occupational therapy and coordinates occupational therapy services with students' health care providers.
4. Collaborates with District medical personnel to coordinate medical care protocols and acts as a resource to school personnel in interpreting occupational therapy services.
5. Works with staff at school sites and District offices in prevention and intervention strategies.
6. Develops and re-evaluates students' individual occupational therapy plans on a regular basis.
7. Provides present level of performance for use in Individual Education Plan (IEP) committees, attends IEP meetings as necessary, and maintains progress notes on student records.
8. Collaborates with parents regarding plans for occupational therapy services, including planning for therapy in the least restrictive environment.
9. Maintains a safe and orderly treatment area.
10. Works with and evaluates the performance of the Occupational Therapy Assistant consistent with licensure requirements.

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

**Qualifications**

Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge of the fundamental principles and accepted trends in the field of school occupational therapy.
2. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
3. Knowledge of basic computer application software.
4. Ability to properly use and to care for the materials, supplies, and equipment employed in performing services as an occupational therapist.
5. Ability to use a variety of modern methods, techniques, and practices in occupational therapy including assistive technology.

6. Ability to use scientifically-based research and evidence in their decision-making process.
7. Ability to compose and comprehend written communication.
8. Ability to observe and evaluate subordinate's activities.
9. Ability to communicate effectively with students, parents, and District personnel, both individually and as a group.
10. Ability to work effectively with all racial, ethnic, linguistic, disability, and socio-economic groups.

#### Experience

##### *Required*

No experience required.

##### *Desirable*

Successful experience in planning and providing occupational therapy services, predominately to children and adolescents, in school settings, accredited medical centers, hospitals, clinics, and/or agencies.

#### Education

An earned bachelor's or master's degree in Occupational Therapy from a college or university accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

#### License

A current and valid license issued by the California Board of Occupational Therapy to practice occupational therapy.

#### Registration

A current and valid certificate of registration in occupational therapy issued by the National Board for Certification in Occupational Therapy.

#### Health

Physical and mental fitness to serve as a School Occupational Therapist as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

#### Special Requirements

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

*NOTE: This is a Special Services Salary (D) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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