

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

Class Description  
**COORDINATING SCHOOL THERAPIST**

**Job Purpose**

Coordinates occupational and physical therapy service delivery for students placed or referred for placement in special education programs; provides clinical support to senior school therapists, school occupational and physical therapists, and school occupational and physical therapy assistants, and provides therapy services, as required.

**Responsible to**

Director, Special Education Related Services or designee

**Technical Direction Provided to**

Senior School Therapists  
School Occupational Therapists  
School Physical Therapists  
School Occupational Therapy Assistants  
School Physical Therapy Assistants

**Functions**

Essential Functions

1. Serves as a clinical resource to senior school therapists, school occupational therapists and school physical therapists, school occupational therapy assistants, school physical therapy assistants, nonpublic agency therapists and other District staff.
2. Ensures quality control according to established guidelines.
3. Provides orientation for and trains program staff in appropriate District procedures and the performance of therapy service delivery.
4. Coordinates and confers with the program administrators on issues such as therapy program development, personnel, work assignments, in-service training, procedures, materials and equipment needs.
5. Confers with administrators on issues such as due process, compliance, and Medi-Cal Reimbursement billing.
6. Assists in the selection of and ensures best practice for standardized assessment measures.
7. Serves as liaison to community agencies.
8. Assesses students' skills and abilities to determine educational need for therapy services.
9. Provides assistance to staff by demonstrating exercises and activities.
10. Participates as a member of individualized education program (IEP) teams.
11. Clinically supports the performance of senior school therapists and school occupational and physical therapists, school occupational and physical therapy assistants
12. Serves as liaison to nonpublic agencies (NPA) to coordinate the provision of services, respond to concerns and issues, and provide clarification of District procedures.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, 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 a 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**

### Education

An earned master's degree or advanced degree of at least equivalent standard from a regionally-accredited college or university in the field of either occupational therapy or physical therapy.

### Experience

At least three years of successful full-time service as a school occupational therapist or a school physical therapist.

*NOTE: For definitions of years of service, see Policy Guide E23.*

### Registration/License

One of the following:

1. A valid and current license issued by the State of California to practice occupational therapy, or
2. A valid and current license issued by the State of California to practice physical therapy.

### Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge of the fundamental principles and accepted practices of school occupational therapy and school physical therapy including:
  - a. Skill in assessing students to determine educational need for occupational therapy or physical therapy.
  - b. Knowledge of uses and limitations of standardized individual and group tests and alternative assessment techniques.
  - c. Specialized knowledge regarding growth and development, motivation, the learning process, and methods used to help alleviate physical and learning problems.
2. Knowledge of federal, state, and local policies, rules, regulations, and District policies and procedures pertaining to occupational therapy and physical therapy.
3. Knowledge of special education federal and state laws and regulations.
4. Knowledge of community health and social services resources.
5. Knowledge of and skill in individual and group occupational and physical therapy techniques.
6. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
7. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
8. Ability to integrate school occupational therapy and school physical therapy with the student's educational program.
9. Ability to observe and technically evaluate program staff's and subordinates' activities.
10. Ability to respond to crisis situations.
11. Ability to work effectively with all racial, ethnic and socio-economic groups.
12. Ability to compose and comprehend written communication.
13. Ability to plan, organize, prioritize and manage time for self and others.
14. Ability to work collaboratively with occupational and physical therapy staff, school site personnel and parents.
15. Ability to communicate with students, parents, community representatives, colleagues and District personnel, both individually and as a group.

### Health

Physical and mental fitness to serve as a School Occupational Therapist or School Physical 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.

### Status

Permanent employee of the Los Angeles Unified School District.

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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