

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Occupational Therapist
Prepared Date: 7/30/2008
Revised Date: 9/25/2023
Work Year: 173 days
Department: Exceptional Student Services
Reports To: ESS Coordinator
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Occupational Therapist is to provide assessment, consultation, and direct occupational therapy services to eligible students enrolled in or referred to special education programs

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Master's degree or higher in Occupational Therapy **OR**
- Bachelor's degree and willingness to enroll and be accepted into an Occupational Therapy

program from a regionally accredited institution

- Valid Colorado Special Services License with Occupational Therapist Endorsement within 60 days from date of hire
- Occupational Therapy License through the Department of Regulatory Agencies
- Successful completion of an American Occupational Therapy Association-accredited college or university program in occupational therapy
- Successful completion of a practicum or internship as required by the school of occupational therapy attended, which may be held in a variety of settings
- Passing of the occupational therapy national registration examination administered by the national board for certification in occupational therapy
- Must be able to travel to multiple sites within city with reliable transportation
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience and ability to work with children with special needs
- Previous experience and training in providing interventions in an educational environment
- First Aid and CPR Certifications

SKILLS AND KNOWLEDGE:

- Knowledge of the state education code as it applies to general education and the specific accountability of this position.
- Knowledge of treatment documentation methods and privacy requirements for data
- Ability to analyze and use multiple data sources to make sound instructional decisions
- Ability and willingness to collaborate with colleagues and actively participate in professional learning communities
- Ability to use technology and incorporate/teach 21st century skills
- Computer expertise or an expectation to learn Infinite Campus
- Positive public relation skills, professionalism, strong work ethic, ability to develop positive relationships with school and community
- Ability to demonstrate the communication skills with students, parents, and teachers to enhance the educational, personal, and social aspect of each student
- Strong commitment to system change and strong evidence of being a "team player"
- Ability to be flexible

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our

expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Plan and implement occupational therapy treatment for eligible students; evaluate educationally-related physical disabilities and functional limitations; implement direct care and therapeutic programs; monitor and adjust individual programs.
- Prepare written evaluations, maintain records and reports concerning individual students; review relevant reports.
- Communicate daily with students, parents, school staff, and/or administrators; communicate as needed with physicians and medical/therapy personnel regarding student's educationally-related therapy.
- Consult with the Individualized Education Plan (IEP) Teams/Individualized Family Service Plan (IFSP) Teams regarding the students' disabilities/physical limitations to extend therapeutic activities to the classroom and home environments.
- Monitor and evaluate equipment needs; order and adjust equipment to assist in the increased function of students and the prevention of deformity.
- Visit students' educational environments to assess adaptive equipment needs to allow eligible individuals to participate in educationally-relevant activities.
- Develop and evaluate programs and procedures for occupational therapy, assessment, and services; review therapy goals for students, recommend adjustments as appropriate for students' IEPs/IFSPs.
- Serve as District liaison with agencies, schools and other organizations to coordinate related communication and services. Attend and participate in District-approved staff conferences, meetings and in-service training.
- Attend clinics for inter-agency coordination of services.
- Operate and maintain a variety of therapeutic equipment.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by ESS Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting/Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; daily work schedules will vary depending on student and school needs.