

**CLASSIFICATION**

OCCUPATIONAL THERAPIST

**SUMMARY**

Evaluates and develops an Individualized Educational Plan (IEP) to meet the specific needs of students who qualify for occupational therapy services.

**MINIMUM REQUIREMENTS**

State of Arizona Occupational Therapist License

Arizona IVP fingerprint clearance card

Verbal & Written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instruction

Must release Social Security Number to be eligible for AHCCS-Provider ID Number

**ADDITIONAL REQUIREMENTS AFTER HIRE**

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

Must hold a current Driver's license and personal vehicle insurance coverage greater than or equal to the state required minimum for car insurance as described under [Governing Board Policy: EEB-R-1](#) Business and Personnel Transportation Services - Transportation by Employees.

**ESSENTIAL FUNCTIONS**

**THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Evaluates and diagnoses specified deficits of students within the school district from referrals.

Designs, develops and delivers services prescribed in the IEP for each student that meets the qualifications for services for occupational therapy.

Coordinates the efforts and completes all necessary paperwork and forms to enroll a student in exceptional education programs within the district as a member of the multi-discipline assessment team for that student being enrolled in occupational therapy.

Collaborates with any teaching staff member in the development of a variety of strategies to meet the educational needs of students within the classrooms in need of occupational therapy.

Promotes positive public relations with the community and within the school district.

Assists with the screening activities of students that are coming to the school district with an identified disabling condition in the area of Health Disability or Orthopedic Disability.

Assists with the development of new programs as necessary to identify existing and potential programs to meet the needs of students in the area of occupational therapy.

Assists with the development of training staff members to carry out existing therapy routines for students in a daily setting in the classroom.

Assists with the development of training parents to carry out existing therapy routines for students in a daily setting of the student's home.

Provides technical assistance in the repair and modification of assistive devices that may be utilized to meet the specific needs of students receiving direct occupational therapy as part of their total education program.

Required to do Medicaid billing.

**MENTAL TASKS**

Communicates. Reads. Comprehends. Performs functions from written and oral instructions and from observing and listening to others.

**PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required only to supplement normal sedentary work. Assistance in the event heavy physical exertion is required. Work may involve occasional lifting and carrying weights up to 25 pounds or assisting in moving or lifting children. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

**EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses office equipment such as telephone, computer, printer, calculator and copier.

**WORKING CONDITIONS**

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

**CONTROL, SUPERVISION**

None.

M: JOB34321  
Created: 4/2001  
Revised 6/04, 3/06, 9/12, 5/19