



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Occupational Therapist	<b>Location:</b>	Student Services
<b>Reports To:</b>	Director of Student Services	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	10 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Qualifications

- Valid license from the state of Arizona to practice Occupational Therapy
- Certification by National Registration Exam
- CPR/First Aid Certification to work with students.
- Valid Arizona Driver's License; with good driving record
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- To serve as a provider to the district's student population

### Responsibilities and Requirements

#### CURRICULUM AND INSTRUCTION

- Implementation to meet the IEP goals, Program planning and management.
- Provide training to the appropriate persons to carry over therapy goals in the school setting.
- Equipment/room maintenance
- Conduct screenings, evaluations, and reassessments to help develop IEP.
- Schedule students for evaluation and treatment
- Responsible for performing other job-related duties as assigned by the Special Services Director
- Ability to clearly write reports, business correspondence and procedure manuals, ability to effectively present information and respond to questions from groups of case managers, District employees, parents, and the general public.
- Evaluate students to determine their functional levels and identify special needs. Plan and implement therapeutic activities to assist special education students to benefit from their educational experiences. Ensures all paperwork is completed in a timely manner to be in compliance and maintain funding.

#### PROGRAM SERVICES

- Program services include the following: self-help, functional mobility, environmental adaptations/adaptive equipment, positioning, motor functions, sensory processing and prevocational/vocational skills.
- Function as a team member for MET's, IEP's and maintain contact with school, family, physicians and agencies.
- Plan and implement lessons based on school objectives and the needs and abilities of the students to whom you are assigned based on Arizona Standards
- Communicate clearly and concise in written and oral communication with students, parents and staff members.

#### TEACHER ABSENCES/INJURY/ILLNESS

- Report to the school nurse any injury to a student, staff, or self
- Advise administration in accordance with policy if there is an illness/injury.
- Attendance – Report to work daily at times assigned, remain on duty through time prescribed.

#### STAFF DEVELOPMENT

- Assist in the development, implementation, and evaluation of in-service programs for District personnel as they pertain to Child Find, Safety in the Workplace and Best Practices related to Occupational Therapy



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### PROFESSIONAL GROWTH

- Pursue professional growth to provide current and effective therapy to students to allow them to progress and achieve IEP goals.
- Ensure the code of ethics is a priority in professional and personal conduct.
- Be involved on federal, state, and local committees as it relates to District business in area of responsibility.

### Physical Demands and Work Environment

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Candidate must be able to perform duties of a rigorous work schedule, which includes lifting, moving, and positioning students (up to adult size) in providing occupational therapy services.
- bend, kneel and stoop on a regular basis; and stand for extended periods of time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Physical effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.