

LOS ANGELES UNIFIED SCHOOL DISTRICT
Personnel Division

Class Description
COORDINATING SCHOOL THERAPIST

A. Job Purpose

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

B. Responsible to

Administrator, Special Education Student Services

C. Subordinates

Classified personnel as assigned

D. Functions

Essential Functions

1. Serves as a resource to senior school therapists, school occupational therapists and school physical therapists, 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 monitors their work in the performance of therapy service delivery.
4. Coordinates and confers with the program administrator on issues such as therapy program development, personnel, work assignments, inservice training, procedures, materials and equipment needs.
5. Assists in the selection of and monitors standard assessment methods.
6. Serves as liaison to community agencies.
7. Assesses students' skills and abilities to determine educational need for therapy services.
8. Provides assistance to the classroom teacher by demonstrating exercises and activities.
9. Participates as a member of individualized education program (IEP) teams.
10. Monitors therapy received by students and records progress.
11. Establishes, maintains and supports standards of personal conduct and discipline in accordance with current discipline policy approved by the Board of Education.
12. Technically evaluates the performance of senior school therapists and school occupational and physical therapists.
13. Serves as liaison to nonpublic agencies (NPA) to coordinate the provision of services, respond to NPA 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 license, registration, or 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.

E. Qualifications

Education

An earned master's degree or advanced degree of at least equivalent standard from an 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, refer to Policy Guide E23.

Knowledges, 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; and
 - c. Specialized knowledge regarding growth and development, motivation, the learning process, and methods used to help alleviate physical and learning problems.
2. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
3. Knowledge of special education federal and state laws and regulations.
4. Ability to integrate school occupational therapy and school physical therapy with the student's educational program.
5. Ability to work effectively with all racial, ethnic and socio-economic groups.
6. Knowledge of and skill in individual and group occupational and physical therapy techniques.
7. Ability to plan, organize, prioritize and manage time for self and others.
8. Ability to work collaboratively with occupational and physical therapy staff, school site personnel and parents.
9. Ability to communicate with students, parents, community representatives, colleagues and District personnel, both individually and as a group.
10. Knowledge of community health and social services resources.
11. Ability to compose and comprehend written communication.
12. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
13. Ability to observe and technically evaluate program staff's and subordinates' activities.
14. Ability to cope with crisis situations.
15. Mobility to traverse all areas of work sites.
16. Ability to travel to other sites/locations.

Status

Permanent employee of the Los Angeles Unified School District.

Registration/License

One of the following:

1. A current registration with the American Occupational Therapy Association, or
2. A current license issued by the State of California to practice physical therapy.