

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Superintendent of Schools

April 26, 2017

<b>Legislative File</b>	
File ID Number:	17-0657
Introduction Date:	04/26/2017
Enactment Number:	
Enactment Date:	
By:	

TO: Board of Education

FROM: Devin Dillon, Ph.D., Interim Superintendent  
Tara Gard, Deputy Chief Talent Officer, Talent Division 

SUBJECT: Revision of Job Descriptions – Departments, As Assigned

1. Occupational Therapist;
2. Physical Therapist.

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1617-0147 for the revision of Occupational Therapist and Physical Therapist job descriptions for Departments, As Assigned.

**BACKGROUND:**

The Talent Division recommends approval of this job description as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

**BUDGET IMPACT**

None.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1617-0147 for the revision of Occupational Therapist and Physical Therapist job descriptions for Departments, As Assigned.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1617-0147**

- Departments, As Assigned -

**Revision of Job Descriptions**

- Occupational Therapist and Physical Therapist -

---

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the job descriptions align with the District's priority of a Full Service Community School District and to enhance service our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby approves the revision of the attached job descriptions:

1. Occupational Therapist;
2. Physical Therapist.

Passed by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held April 26, 2017.

<b>Legislative File</b>	
File ID Number:	17-0657
Introduction Date:	04/26/2017
Enactment Number:	
Enactment Date:	
By:	

**OAKLAND UNIFIED SCHOOL DISTRICT**

\_\_\_\_\_  
James Harris  
President, Board of Education

\_\_\_\_\_  
Devin Dillon, Ph.D.  
Interim Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	1617-0657
Introduction Date:	04/26/2017
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Occupational Therapist</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days/7.5 Hours, or duty days/hours as assigned</b>
<b>ISSUED:</b>	<b>Created: June 2007 Revised: May 2010 December 2016</b>	<b>SALARY GRADE:</b>	<b>WTCL 64 with Bachelors WTCL 65 with Masters or Doctorate</b>

**BASIC FUNCTION:** Under the direction of assigned supervisor, provide assessment, consultation, and direct occupational therapy services to eligible students enrolled in or referred to special education programs.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### ESSENTIAL FUNCTIONS:

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.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies, and procedures governing assigned area

Methods to interpret apply and explain rules, regulations, policies, and procedures

Principles, methods, equipment and techniques of occupational therapy

Principles of neurology, anatomy, neuroanatomy, and physiology

Safety precautions including hazards associated with client-specific activities

Methods, materials, and equipment used to alter existing or to fabricate specialized equipment

Problems and concerns of students with special needs

Correct English usage, grammar, spelling, and punctuation

First-aid and cardiopulmonary resuscitation (CPR) techniques and universal precautions

**ABILITY TO:**

Implement applicable laws, codes, policies, procedures, and District regulations governing work scope

Maintain current knowledge of related technological advances applicable laws, codes, regulations, policies, procedures and District regulations related to workscope

Evaluate physical functions and the developmental levels of students

Determine and evaluate treatment plans

Operate therapeutic equipment

Monitor and evaluate equipment needs

Order and adjust adaptive devices

Understand and relate to students with special needs and their caregivers

Organize, coordinate, and prioritize a variety of activities, programs, and services

Analyze situations accurately and adopt effective courses of action

Prepare and deliver clear and concise presentations to a variety of audiences

Communicate effectively using tact, patience, and courtesy

Communicate effectively in English, orally and in writing

Understand and follow oral and written directions

Work independently

Meet schedules and timelines

Maintain accurate and confidential records

Work cooperatively

Perform first-aid and cardiopulmonary resuscitation (CPR)

Operate personal computer, related software, and other office equipment

### **PREREQUISITES**

A Bachelor's degree from an accredited school or related fields.

Experience working with students in an occupational therapy or educational setting preferred.

Valid California Board of Occupational Therapy License

Valid first-aid and cardiopulmonary resuscitation certificates

Complete District's training on universal precautions

Valid California Driver's License

### **PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

### **WORKING CONDITIONS**

#### **ENVIRONMENT:**

Occupational therapy services environment, classroom setting, and student's homes; driving a vehicle to conduct work; flexible schedules; constant interruptions; potential contact with blood and other body fluids and communicable diseases.

#### **PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

#### **NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

Legislative File	
File ID Number:	17-0657
Introduction Date:	04/26/2017
Enactment Number:	
Enactment Date:	
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Physical Therapist</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days/7.5 Hours, or duty days/hours as assigned.</b>
<b>ISSUED:</b>	<b>Created: June 2014 Revised: December 2016</b>	<b>SALARY GRADE:</b>	<b>WTCL 64 with Bachelors WTCL 65 with Masters or Doctorate</b>

**BASIC FUNCTION:** Under the direction of assigned supervisor, provide assessment, consultation, and direct physical therapy services to eligible students enrolled in or referred to special education programs; collaborate with general and special education staff and parents to identify strategies, methods and patterns of instructional support.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### ESSENTIAL FUNCTIONS:

Plan and implement physical therapy treatment for eligible students; evaluate educationally-related physical disabilities and functional limitations, including but not limited to, gross motor function, balance and equilibrium, orthopedic status, motor planning, developmental or functional activities, range of motion, postural tone, gait, reflex integration and kinesthesia; implement direct care and therapeutic programs; monitor and adjust individual programs.

Collaborate with general and special education staff and parents to identify strategies, methods and patterns of instructional support that enhance achievement for students with special needs; act as liaison to District staff, physicians, parents and other agencies in implementing the student's IEP.

Develop assessment reports, treatment plans and goals to improve students' functional abilities and enhance students' ability to learn; prepare written evaluations, maintain records and reports concerning individual students; review relevant reports.

Communicate regularly with students, parents, school staff, and/or administrators; communicate as needed with physicians and medical/therapy personnel regarding student's educationally-related therapy.

Participate in, and consult with, the Individualized Education Plan (IEP) Teams/Individualized Family Service Plan (IFSP) Teams regarding students' disabilities/physical limitations to extend therapeutic activities to the classroom and home environments; assist in developing students' IEPs.

Monitor and evaluate equipment needs; order and adjust equipment to assist students at school.

Visit and monitor 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 physical 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.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies, and procedures governing assigned area

Methods to interpret apply and explain rules, regulations, policies, and procedures

Principles, methods, equipment and techniques of physical therapy

Theory of physical and mental rehabilitation underlying the practices of physical therapy

Principles of neurology, anatomy, neuroanatomy, and physiology

Neuromuscular function and dysfunction, kinesiology, the modalities, skeletal anatomy, basic pathology involved in neuromuscular and/or orthopedic disabilities

Safety precautions including hazards associated with client-specific activities

Methods, materials, and equipment used to alter existing or to fabricate specialized equipment

Problems and concerns of students with special needs

Effective record-keeping techniques

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students

Correct English usage, grammar, spelling, vocabulary and punctuation

First-aid and cardiopulmonary resuscitation (CPR) techniques and universal precautions

Computer software, hardware, and related technology

**ABILITY TO:**

Implement applicable laws, codes, policies, procedures, and District regulations governing work scope

Maintain current knowledge of related technological advances applicable laws, codes, regulations, policies, procedures and District regulations related to works cope

Evaluate physical functions and the developmental levels of students

Determine and evaluate treatment plans, goals and physical therapy objectives

Provide consultation for classroom and home management of neuromuscular, muscular and sensory motor dysfunction

Establish and maintain physical therapy files and treatment logs

Apply appropriate physical therapy procedures in working with students at all grade and age levels

Provide technical guidance to other personnel

Operate therapeutic equipment  
Monitor and evaluate equipment needs  
Order and adjust adaptive devices  
Understand and relate to students with special needs and their caregivers  
Organize, coordinate, and prioritize a variety of activities, programs, and services  
Analyze situations accurately and adopt effective courses of action  
Prepare and deliver clear and concise presentations to a variety of audiences  
Communicate effectively using tact, patience, and courtesy  
Communicate effectively in English, orally and in writing  
Understand and follow oral and written directions  
Work independently  
Meet schedules and timelines  
Maintain accurate and confidential records  
Work cooperatively  
Perform first-aid and cardiopulmonary resuscitation (CPR)  
Operate personal computer, related software, and other office equipment

**PREREQUISITES**

Clinical Doctorate from an accredited physical therapy program. (Incumbents who are currently assigned to this classification are exempt from the doctorate degree requirement provided they are otherwise eligible to practice physical therapy by the Physical Therapy Board of California.)

One year of physical therapy experience in a physical disabilities rehabilitative setting or providing physical therapy services.

Experience working with students in pediatric physical therapy or educational setting highly desirable

Clinical affiliation in pediatrics is desirable

Possession of a current and valid license issued by the Physical Therapy Board of California to practice physical therapy

Valid first-aid and cardiopulmonary resuscitation certificates

Valid California Driver's License

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Physical therapy services environment, classroom setting, and student's homes; driving a vehicle to conduct work; flexible schedules; constant interruptions; potential contact with blood and other body fluids and communicable diseases.

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.



**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.