Information Sheet - 9.10.2024 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.2

FR: Emily Stroup

DATE: September 10, 2024

RE: Proposed New Job Description and Salary Schedule Placement - Occupational Therapist, Classified Management Salary Schedule

The District is proposing the addition of the following Classified Management position and Salary Schedule Placement:

Occupational Therapist

Recommendation:

Approval of the Proposed New Job Description and Salary Schedule Placement - Occupational Therapist, Classified Management Salary Schedule Range 45

JOB DESCRIPTION

POSITION: Occupational Therapist
SALARY PLACEMENT: Classified Management

SUMMARY OF POSITION:
The occupational therapist assists in the assessment, consultation and direct treatment service for pupils with disabling conditions.

DIRECTLY RESPONSIBLE TO:
Director of Special Education

QUALIFICATIONS:
Bachelor's degree from an accredited college or university. License with California Board of Occupational Therapy. A valid certification and registration with the National Board for Certification in Occupational Therapy (NBCOT) **AND/OR** must have passed the American Occupational Therapy Association Registration. Maintain current AOTA Registration. Possession of a valid Class C California driver's license

RESPONSIBILITIES:
1. Provide occupational therapy to students
2. Respond to questions and inquiries both basic and technical related to assigned areas
3. Maintain a safe and orderly treatment area
4. Conduct assessments for students to determine need for occupational therapy
5. Attend Individualized Education Program (IEP) team meetings as necessary to review assessment data, consult on occupational therapy plans, and develop goals and objectives
6. Review reports from health care providers requesting occupational therapy and coordinate occupational therapy services with student's health care providers
7. Plan and develop therapeutic intervention goals that are educationally relevant and will be used in student's educational programs
8. Establish a system of documentation that is professional, efficient, and accountable; and that conforms to state and individual agency policies
9. Communicate results of evaluations and reports of occupational therapy services to the educational staff, parents, students, and other professionals and/or agencies concerned with the students
10. Re-evaluate student's individual occupational therapy plans on a regular basis
11. May be required to travel
12. Facilitate in-service education and professional development for related service/occupational therapy staff and parents
13. Provide reassessments of students focusing on areas of need at intervals determined to be educationally relevant
14. Upon written referral, evaluates students using standardized tests, observations and/or clinically derived surveys in areas including sensory processing, perceptual-motor skills, motor coordination, self-care, muscle strength and range of motion, postural reflexes, need for adaptive devices and prostheses and vocational skills; designs treatment programs based on evaluation results aimed at improving the above areas of function, as they relate to a child's educational needs

15. Develops goals and objectives as part of the child's IEP and provides direct therapy and/or consultation in order to meet these goals
16. Makes adaptations for equipment and instructional/communication materials, as appropriate
17. Develop appropriate home and community programming to maintain and enhance the performance of students in their natural environments.
18. Recommends termination of service when benefit has been achieved.
19. Documents evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion.
20. Collaborate with peers in developing recommendations for protocol and procedures.
21. Assist in developing transition plans for students moving to other environments.
22. Attends District and other staff meetings.
23. Other duties, as assigned by the Superintendent or Director of Special Education.

SKILLS AND ABILITIES:

1. Communicate occupational therapy treatment techniques and goals effectively to parents, teachers, doctors and other program staff
2. Document and quantify objectives for occupational therapy intervention and data collection
3. Use a variety of methods, techniques, and practices in occupational therapy
4. Work collaboratively with administrators, service providers, teachers, paraprofessionals, and parents/guardians
5. Participate in the Individualized Education Program (IEP) team process
6. Properly use and care for equipment and materials employed in performing services as an occupational therapist
7. Establish and maintain cooperative relationships with students, school personnel, parents, coworkers, and the public
8. Communicate effectively in the English language both orally and in writing
9. Speak clearly and distinctly
10. Demonstrate patience, warmth and a liking for students
11. Maintain confidentiality
12. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
13. Ability to deal with a variety of abstract and concrete variables

ADA REQUIREMENTS:
Ability to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat , twist, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment, drive an automobile, and respond to emergency situations; ability to lift a child weighing 45 pounds; physical stamina sufficient to sit, stand and walk for prolonged periods of time, mental acuity to collect and interpret data, evaluate, reason, define problems establish facts, draw valid conclusions, make valid judgments and decisions.

BOARD APPROVED: TBD

2023-2024 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE

CLASSIFIED MANAGEMENT							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	CBO	252	$151,388	$155,935	$160,606	$165,426	$170,395
20	Director Maintenance, Operations & Transportation	261	$81,068	$85,051	$89,366	$93,834	$98,521
25	Information Technology Coordinator	251	$77,148	$81,058	$85,091	$89,360	$93,797
30	Director Food Services	220	$63,107	$65,060	$68,337	$71,723	$75,328
35	Director of Information Technology	251	$91,662	$96,244	$100,479	$105,503	$110,778
40	Educational Behavior Analyst	187	$100,105	$103,111	$106,204	$109,389	$112,777
45	Occupational Therapist	187	$75,812	$78,086	$80,429	$82,842	$85,327

CONFIDENTIAL							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
310	Administrative Assistant II	251	$34.96	$36.58	$38.32	$40.10	$42.00
320	Administrative Assistant I	251	$29.41	$30.89	$32.43	$34.06	$35.76
325	Human Resources Specialist	251	$30.15	$31.67	$33.24	$34.92	$36.66
330	School Information Systems Specialist	251	$30.80	$32.35	$33.98	$35.67	$37.47
340	Business Services Specialist	251	$27.73	$29.13	$30.60	$32.10	$33.71
350	Payroll/Benefits Specialist	251	$32.11	$33.72	$35.40	$37.17	$39.03
360	Administrative Assistant to the Principal	224	$24.41	$25.63	$26.90	$28.24	$29.66
370	Student Services Specialist	251	$34.96	$36.58	$38.32	$40.10	$42.00
380	Budget Analyst	225	$60.33	$63.35	$66.51	$69.84	$71.08

LONGEVITY

3.5% at 15 years
2% at 19 years
2.5% at 20 years
1% at 22 years
2.5% at 25 years

***All longevity years of service will be counted for employees hired prior to January 1st, 2024. For employees hired after January 1, 2024, longevity will be counted based on Jefferson School District years of service.

FISCAL YEAR: 2022-2023 — 10%

FISCAL YEAR: 2023-2024 — 8% increase on-going, effective July 1, 2024

Board approved: Pending
Effective: TBD