

## Duty Statement

### **Occupational /Physical Therapist**

1. Plans, assesses, develops, and recommends appropriate intervention services to assist students in acquiring functional performance skills. (Code 2)
2. Performs a variety of specialized/professional services to students within a specific need population. (Code 2)
3. Provides occupational therapy services to students according to IEP goals; develops treatment plans in accordance with district policies and procedures. (Codes 2)
4. Reviews referrals from health care providers requesting occupational or physical therapy; coordinates therapy services with students' other health care providers. (Codes 4, 8)
5. Conducts assessments of students to determine eligibility for occupational therapy. (Code 2)
6. Coordinates and collaborates with all staff involved in an individual's Medi-Cal care protocols and acts as a resource to school personnel in interpreting occupational or physical therapy services. (Code 8)
7. Establishes a system of documentation that is professional, efficient and accountable, and conforms to state and individual agency policy. (Code 1)
8. Communicates results of evaluations and reports of occupational or physical therapy services to the educational staff, parents, students, and other professionals and agencies concerned with the students Medi-Cal services. (Code 8)
9. Documents therapy received, records progress, and re-evaluates students' individual occupational or physical therapy plans on a regular basis. (Codes 2, 8)
10. Provides reports for use in individualized educational plan (IEP) committees, attends IEP meetings as necessary, and maintains progress notes on student records. (Codes 2, 4, 8)
11. Monitors the occupational therapy program goals by teaching other staff who are involved with the implementation of the intervention procedures. (Code 8)
12. Facilitates in-service education and professional development for school personnel regarding occupational or physical therapy services. (Code 4, 14)
13. Makes referrals for and/or scheduling certain Medi-Cal covered services, but NOT including the state-mandated health services. (Codes 4, 8)
14. Attends meetings on MAA program, and completes quarterly time survey forms. (Code 15)
15. Assists with filling out and/or gathering information for Medi-Cal application. (Code 6)
16. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)

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17. Arrange for or provides translation services (oral, written, or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
18. Attend collaborative meetings to develop strategies to improve the delivery and/or coordination of Medi-Cal covered services. (Code 14)
19. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
20. Paid time off including paid lunches, breaks, jury duty, sick, bereavement or vacation leave. (Code 16)
21. Reviewing school policies, procedures, or rules. (Code 16)
22. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
23. Evaluation of employee performance. (Code 16)
24. Completing personal mileage and expense claims. (Code 16)
25. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to therapy, curriculum, instruction or students) (Code 16)