

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

OCCUPATIONAL THERAPIST

DEFINITION

Under the supervision of the Director of Pupil Personnel Services, to provide a program of educationally-related occupational therapy in the district; to make assessments of individual student's needs for therapy; to consult with district personnel and parents regarding therapeutic activities; and to do related work as required.

ESSENTIAL FUNCTIONS

Understands eligibility criteria and service delivery models for educationally-related occupational therapy; makes assessments where appropriate; prepares written reports regarding individual assessments, progress data and home programs; cooperates in the development of Individual Education Program (IEP) for students considered to be individuals with exceptional needs; provides direct therapy services to students including specific training in fine and gross motor skills, sensory motor integration, oral motor skills and related areas; performs parent training to enable parents to participate in home programs when appropriate; participates in staff development activities and assists and collaborates with regular classroom teachers, support staff and other district personnel in understanding the special needs of the students and the implementation of the IEP; recommends appropriate referrals for orthopedic, occupational and/or physical therapy evaluations as appropriate and performs related duties and responsibilities as required.

QUALIFICATIONS

Demonstrated experience in working with pre-school and school-age children in the provision of assessment and services as an Occupational Therapist; registration by American Occupational Therapy Association as an Occupational Therapist; training and certification in the administration and evaluation of Southern California Sensory Integration Tests; possession of a valid California Motor Vehicle Operator's License and available use of a motor vehicle. Previous employment as an Occupational Therapist where therapy services have been provided to children.

KNOWLEDGE AND ABILITIES

Knowledge of child development with particular emphasis on assessment and direct intervention to remediate developmental delays in fine and gross motor skills, sensory motor integration and related areas; ability to provide direct therapeutic services to pre-school and school age children; ability to communicate effectively with students, parents and district personnel regarding assessments, therapeutic activities and student progress; ability to participate with a team in the assessment and implementation of the Individual Education Program (IEP); ability to prepare appropriate oral and written reports; ability to perform record keeping tasks; ability to take direction and constructive criticism from supervisory personnel.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected) Read normal print Walk over uneven terrain and use peripheral vision</p>	<p>To perform tasks such as to: supervise students</p>
<p>Hearing: (which may be corrected) Hear sounds which warn of potential danger Understand speech in classroom setting Hear whispered responses from student with limited oral motor functioning</p>	<p>To perform tasks such as to: supervise students and respond to emergencies Respond to pupils needs</p>
<p>Speech Speak with a level of proficiency and volume to be understood in face-to-face public contact Speak with a level of proficiency and volume to be understood in a classroom Speak for prolonged periods</p>	<p>To perform tasks such as to: communicate with teachers, students and parents instruct groups of students instruct and supervise students</p>
<p>Upper Body Mobility: Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects Turn, raise and lower head, twist and bend at torso</p>	<p>To perform tasks such as to: Instruct students to use chalk, pencil and pen, and to tie shoes and assist with clothing to deliver specialized health care procedures supervise students</p>
<p>Lower Body Mobility: Walk on even surfaces Climb stairs Bend at waist and stoop Bend at knees, squat, sit on floor for prolonged periods of 50 minutes Step over objects</p>	<p>To perform tasks such as to: supervise and assist students follow disaster plan provide physical assistance to students, and follow disaster plan supervise students</p>

<p>Strength: To lift, position, carry, push or pull a pupil or object which weighs as much as 50 pounds on an occasional basis or over 50 pounds with the assistance of another individual</p>	<p>To perform tasks such as to: assist, restrain and position students</p>
<p>Stamina: Run quickly for brief spurts Walk prolonged distances</p>	<p>To perform tasks such as to: prevent student injury supervise students outdoors</p>
<p>Environmental Requirements: Constant work interruptions Work around dirt/dust Work independently Work cooperatively with others Work inside and outside</p>	<p>To perform tasks such as to: instruct and supervise students supervise students outdoors coordinate activities with teachers and staff</p>
<p>Mental Requirement: Read, write, understand, interpret and apply moderately complex information Math skills at high school graduate level Copying Analyzing Coordinating Judge and process information quickly and make quick decisions Learn quickly and follow verbal procedures and standards Place information in order of importance Listen Demonstrate Give verbal instruction Ability to prioritize Ability to think clearly in an emergency</p>	<p>To perform tasks such as to: read and understand curriculum document information develop and evaluate strategies with teachers implement strategies work safely and effectively with students instruct and supervise students understand questions and concerns of special students respond to difficult emergency situations understand questions and concerns of special students instruct and supervise students</p>

Other Conditions of Continued Employment:

- Speak at a conversational level and demonstrate fluency and literacy in English
- Participate in employer-mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements
- Use appropriate equipment associated with the professional performance of duties

Some assignments require constant attention to protection of physical safety in a classroom when the pupils, because of the nature and severity of their disability, are accident prone or because of assaultive or self-abusive tendencies which could cause serious injury to themselves or others.

Approved by Personnel Commission: 5/3/99

Adopted by Board of Trustees: 5/12/99

APPENDIX A


**BARGAINING UNIT POSITIONS
INTERNAL CLASSIFICATION RELATIONSHIP CHART**

Administrative Support & Related Classes	Range	Comment
Administrative Secretary Non-Confidential	29	Approved by Personnel Commission 1/13/03 Adopted by Board of Trustees 2/19/03
Human Resources Technician	29	Approved by Personnel Commission 11/2/07 Adopted by Board of Trustees 12/12/07
Senior Secretary	22	Grandfathered per MOU dated 4/1/96, Range 23
School Office Manager	22	Approved by Board 1/13/99
Secretary to High School Principal	21	
Registrar	20	
Staff Secretary	19	
Office Specialist	18	
Health Assistant	18	Approved by Board 2/24/99
Student Attendance Clerk	17	
Textbook Clerk II	17	Approved by Board 11/18/98
Clerical Assistant	15	
Textbook Clerk I	13	
Receptionist	11	

Fiscal and Related Classes	Range	Comment
Accounting Specialist	20	Grandfathered per MOU dated 4/1/96, Range 21

Professional Administrative & Related Classes	Range	Comment
Purchasing Coordinator	35	
Senior Accountant	32	Approved 5/24/04 by Personnel Commission Adopted by Board of Trustees 6/15/04
Accountant	29	
Payroll Technician	28	Approved by Personnel Commission 11/2/07 Adopted by Board of Trustees 12/12/07
Systems Technician	32	
Media / Technology Specialist	24	
Technology Resource Assistant	21	Approved by Personnel Commission 1/13/03 Adopted by Board of Trustees 2/19/03

Library Media & Related Classes	Range	Comment
Broadcast Theater Production Specialist	28	Approved by Personnel Commission 1/19/00 Adopted by Board of Trustees 2/2/00 Revised 6/2/03
Career Center Specialist	21	
Library Media Specialist	16	



Instructional Support & Related Classes	Range	Comment
Occupational Therapist	50	Approved by Board 5/12/99
Athletic Trainer	30	
Speech / Language Pathology Assistant	30	Approved by Board 2/4/04
Choral Music Accompanist	24	Approved by Board 11/19/03
Computer Lab Specialist	24	Approved by Board 1/23/01
Instructional Assistant - Instrumental Music	24	Approved by Board 11/19/03
Instructional Assistant – Intensive Behavioral Instruction	17	Approved by Personnel Commission 7/8/05 Adopted by Board of Trustees 7/20/05
Instructional Assistant – Health Care Specialist	15	Approved by Board 11/13/96
Vocational Specialist – certified in American Sign Language (ASL) or English as a Second Language (ESL)	15	Approved by Board 9/22/99
Vocational Specialist	14	
Instructional Assistant, ESL	13	
Instructional Assistant, Special Education	12	
Instructional Assistant, Industrial Arts	11	
Instructional Assistant	11	
Instructional Assistant, Physical Education	11	
EDP / Preschool Assistant	11	

Building Trades and Related Classes	Range	Comment
Building Trades Technician	30	
Building Trades Specialist – Carpenter, with Welding Certificate; Locksmith, with Certification	29	Approved by Board Locksmith approved by Personnel Commission 10/1/01.
Building Trades Specialist	28	
Building Maintenance Worker	20	
Building Maintenance Helper – Limited Term	16	

Operations & Related Classes	Range	Comment
Maintenance & Operations Crew Leader	28	Approved by Board 8/15/01
Campus Security Lead	23	Approved by Board 5/16/01
Operations Crew Leader	23	
Landscape Crew Leader	23	
Landscape Operations Technician	19	
Swimming Pool Custodian	18	
Landscape Operations Worker	17	
School Operations Team Leader	17	
Operations Worker	15	
Preschool Housekeeper	15	
Campus Security Staff	9	Approved by Personnel Commission 9/8/97 Adopted by Board 9/24/97

Transportation & Stores Classes	Range	Comment
Mechanic / Transportation Team Leader	30	
Storekeeper	22	
Bus Driver	20	
Warehouse Delivery Driver	19	

Food Services & Related Classes	Range	Comment
Food Production Team Leader	17	Approved by Board 10/14/98
Cook-Baker	12	Approved by Board 10/14/98
Satellite Kitchen Operator II	12	Approved by Board 10/14/98
Satellite Kitchen Operator I	8	Approved by Board 10/14/98
Food Service Assistant II	8	Approved by Board 10/14/98
Food Service Assistant I	6	Approved by Board 10/14/98

Updated 4/17/10

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
 CLASSIFIED UNIT EMPLOYEES
 SALARY SCHEDULE
 3% INCREASE EFFECTIVE 07/01/2007

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	1672.95	1755.65	1843.93	1938.91	2032.80	2135.61
2	1714.30	1801.46	1889.74	1984.73	2084.19	2187.00
3	1755.65	1843.93	1938.91	2032.80	2135.61	2242.90
4	1801.46	1889.74	1984.73	2084.19	2187.00	2297.64
5	1843.93	1938.91	2032.80	2135.61	2242.90	2352.40
6	1889.74	1984.73	2084.19	2187.00	2297.64	2412.75
7	1938.91	2032.80	2135.61	2242.90	2352.40	2471.98
8	1984.73	2084.19	2187.00	2297.64	2412.75	2532.34
9	2032.80	2135.61	2242.90	2352.40	2471.98	2594.92
10	2084.19	2187.00	2297.64	2412.75	2532.34	2659.73
11	2135.61	2242.90	2352.40	2471.98	2594.92	2724.56
12	2187.00	2297.64	2412.75	2532.34	2659.73	2792.71
13	2242.90	2352.40	2471.98	2594.92	2724.56	2860.88
14	2297.64	2412.75	2532.34	2659.73	2792.71	2931.29
15	2352.40	2471.98	2594.92	2724.56	2860.88	3003.91
16	2412.75	2532.34	2659.73	2792.71	2931.29	3078.80
17	2471.98	2594.92	2724.56	2860.88	3003.91	3153.68
18	2532.34	2659.73	2792.71	2931.29	3078.80	3231.89
19	2594.92	2724.56	2860.88	3003.91	3153.68	3310.13
20	2659.73	2792.71	2931.29	3078.80	3231.89	3393.94
21	2724.56	2860.88	3003.91	3153.68	3310.13	3475.52
22	2792.71	2931.29	3078.80	3231.89	3393.94	3564.92
23	2860.88	3003.91	3153.68	3310.13	3475.52	3652.09
24	2931.29	3078.80	3231.89	3393.94	3564.92	3741.50
25	3003.91	3153.68	3310.13	3475.52	3652.09	3834.26
26	3078.80	3231.89	3393.94	3564.92	3741.50	3929.23
27	3153.68	3310.13	3475.52	3652.09	3834.26	4026.47
28	3231.89	3393.94	3564.92	3741.50	3929.23	4125.91
29	3310.13	3475.52	3652.09	3834.26	4026.47	4226.50
30	3393.94	3564.92	3741.50	3929.23	4125.91	4332.66
31	3475.52	3652.09	3834.26	4026.47	4226.50	4437.71
32	3564.92	3741.50	3929.23	4125.91	4332.66	4548.36
33	3652.09	3834.26	4026.47	4226.50	4437.71	4660.11
34	3741.50	3929.23	4125.91	4332.66	4548.36	4775.19
35	3834.26	4026.47	4226.50	4437.71	4660.11	4893.67
36	3929.23	4125.91	4332.66	4548.36	4775.19	5014.37
37	4026.47	4226.50	4437.71	4660.11	4893.67	5138.41
38	4125.91	4332.66	4548.36	4775.19	5014.37	5265.80
39	4226.50	4437.71	4660.11	4893.67	5138.41	5393.21
40	4332.66	4548.36	4775.19	5014.37	5265.80	5528.42
41	4437.71	4660.11	4893.67	5138.41	5393.21	5663.65
42	4548.36	4775.19	5014.37	5265.80	5528.42	5805.57
43	4660.11	4893.67	5138.41	5393.21	5663.65	5947.50
44	4775.19	5014.37	5265.80	5528.42	5805.57	6095.01
45	4893.67	5138.41	5393.21	5663.65	5947.50	6245.87
46	5014.37	5265.80	5528.42	5805.57	6095.01	6400.11
47	5138.41	5393.21	5663.65	5947.50	6245.87	6556.56
48	5265.80	5528.42	5805.57	6095.01	6400.11	6719.71
49	5393.21	5663.65	5947.50	6245.87	6556.56	6885.11
50	5528.42	5805.57	6095.01	6400.11	6719.71	7057.21

