



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Educational Occupational Therapist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Special Education Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARD ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS	12 months/ Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 2

- x Manage caseload and new referrals including collecting assessment reports, developing evaluation plans, monitoring changes with student goals throughout the school year, and related data; prepare and maintain a variety of forms, files, reports, records, logs and reports
- x Conduct formal assistive technology assessments and participate as a team member to determine need for services and implementation; provide assistive technology services to students
- x Request and purchase assistive technology equipment such as purchasing adaptive equipment, computers, adaptive computer hardware, specialized software and other equipment as needed
- x Create curriculum adapta

Reaching overhead, above the shoulders and horizontally to utilize therapy equipment

Sitting or standing for extended periods of time while working with students

Bending at the waist, kneeling or crouching to assist students

Hearing and speaking to exchange information

Carrying, pushing or pulling wheelchairs, bins, toys and other equipment

Lifting, carrying, pushing and/or pulling up to 50 pounds