JOB DESCRIPTION

Job Title: Occupational Therapist

Exemption Status/Test: Exempt/Professional

Reports to: Executive Director of Special Education

Date Revised: March 2023

Dept./School: Assigned Campus(es)

Primary Purpose:

Plan and provide therapy to students with mental, physical, or emotional disabilities. Provide therapeutic intervention to maximize physical or mental functioning, increase independent functioning, and/or adjust to disabilities.

Qualifications:

Education/Certification:
Master's degree in occupational therapy or related program
Valid Texas license as an occupational therapist granted by the Texas Board of Occupational Therapy Examiners (TBOTE)

Special Knowledge/Skills:
Knowledge of rehabilitation procedures, activities, and equipment used in occupational therapy
Ability to instruct students and manage their behavior
Excellent organizational, communication, and interpersonal skills

Experience:
Six months experience as an occupational therapist

Major Responsibilities and Duties:

Therapy

1. Plan and provide direct and consultative services consistent with occupational therapy goals contained in students' Individual Education Plans (IEP). Evaluate student progress and make recommendations regarding occupational therapy services.

2. Design, construct, alter, and provide students with adaptive equipment and devices to promote maximum independence.

3. Assess students with disabilities and determine eligibility for services.

Consultation

4. Present staff development in assigned school as requested. Conduct one-on-one consultation with teachers, parents, and others to assist with selection and use of adaptive equipment and material that will enhance student learning.

Student Management

5. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.

6. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

Program Management

7. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with the interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.

8. Develop and coordinate a continuing evaluation of the occupational therapy program and implement changes based on the findings.

Administration

9. Compile, maintain, and file all reports, records and other documents required.

10. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and campus routines and regulations.

11. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise the work of the occupational therapy assistant(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____ Date _____