

Job Title: Occupational Therapist
Reports to: Director of Special Education
Adapted and Related Services

Wage/Hour Status: Exempt

Pay Grade: 10C

Dept./School: Assigned Campus(es)

Date Revised: 07/01/08

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Primary Purpose:

Assess identified students with disabilities and provide indicated therapeutic intervention to maximize physical or mental functioning, increase independent functioning, and/or adjust to disabilities, to be able to derive benefit from their educational placement.

Qualifications:

Education/Certification:

Master's Degree in Occupational Therapy from an accredited school
Valid Texas license as an Occupational Therapist granted by the Texas Board of Occupational Therapy Examiners
Registered through the American Occupational Therapy Certification Board

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:

One year of experience as an occupational therapist
Such alternatives to the above qualifications as the administration may find appropriate and acceptable

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).

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2. Evaluate student progress and determine the level of occupational therapy services needed.
3. Design, construct, alter, and provide students with adaptive equipment and devices to promote maximum independence.

Assessment

4. Assess students with disabilities and determine eligibility for services.
5. 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.

Consultation

6. Consult with educational staff and parents regarding occupational therapy.
7. Provide staff development training in assigned school to assist school personnel with selection and use of adaptive equipment and understanding of occupational therapy program.
8. Consult with parents, teachers, administrators, and other relevant people to enhance their work with students.

Student Management

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

Program Management

10. Develop and coordinate a continuing evaluation of the occupational therapy program and implement changes based on the findings.
11. Assist in the selection of equipment and adaptive material.
12. Develop and maintain effective individual and group relationships with students and parents.

Administration

13. Compile, maintain, and file all physical and computerized reports, records and other documents required.
14. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

15. Comply with all district and campus routines and regulations.
16. Effectively communicate with colleagues, students, and parents.
17. Participate in professional development activities to improve skills related to job assignment.

Assigned Duties

18. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting. May be required to lift and transfer students to and from wheelchairs or assist with positioning students with physical disabilities.
