



Division of Human Resources

JOB DESCRIPTION

Job Title:	Occupational Therapist	Wage/Hour Status:	Exempt
Reports to:	Director of Special Education	Pay Grade:	C3
Dept./School:	Special Education	Date Revised:	June 2, 2008

Primary Purpose:

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

Qualifications:

Education/Certification:

Bachelor's degree in occupational therapy or related program
Valid Texas license as an occupational therapist granted by the Texas Board of Occupational Therapy Examiners

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 preferred

Major Responsibilities and Duties:

Therapy

1. Plan and provide direct and consultative services consistent with occupational therapy goals contained in students' Individual Educational Plans (IEP).
2. Evaluate student progress and determine readiness for termination of occupational therapy services.
3. Design, construct, alter, and provide students with adaptive equipment and devices to promote maximum independence relative to fine motor skills.

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.
6. Compile, maintain, and file all reports, records and other documents required according to mandated federal timelines and district policy.

Consultation

7. Consult with educational staff and parents regarding occupational therapy.
8. Provide staff development training in assigned school to assist personnel with selection and use of adaptive equipment and understanding of occupational therapy program.
9. Consult with parents, teachers, administrators, and other relevant people to enhance their work with students.
10. Serve on Assistive technology team as representative/consultant for the area of fine motor skills.

Student Management

- 11. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the students.
- 12. Provide structure and establish control of student behavior to effectively implement IEP goals and objectives.

Program Management

- 13. Develop and coordinate a continuing evaluation of the occupational therapy program, and implement changes based on the finding.
- 14. Assist in the selection of equipment and adaptive material relative to fine motor skills or in conjunction with the Assistive Technology team.
- 15. Develop and maintain effective individual and group relationships with students, parents, colleagues, and those in supervisory positions.

Administration

- 16. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- 17. Participate in professional development activities to improve skills related to job assignment.
- 18. Serve on specialized assessment teams as needed.
- 19. Serve on ARD committee for students receiving OT services.
- 20. Serve as a district resource for training and in-service as needed.

Supervisory Responsibilities:

Supervise COTAs as needed.

Equipment Used:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular district-wide 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.