

Job Title: Occupational Therapist	Wage/Hour Status: Exempt
Reports to: Facilitator OT & PT	Pay Grade: 105
Dept./School: Special Education Evaluation Services	Date Revised: November 4, 2024

Primary Purpose

Provide direct and indirect related services for disabled children requiring occupational therapy assistance to access education within the least restrictive environment.

Qualifications**Education/Certification**

Bachelor's Degree in Occupational Therapy
Valid Texas Occupational Therapist License

Special Knowledge/Skills

- Excellent organizational, communication, and interpersonal skills
- Knowledge of rehabilitation procedures, activities, and equipment used in occupational therapy
- Ability to instruct and manage occupational therapy services

Major Responsibilities and Duties**Instructional and Program Management**

1. Responsible for completion and submission of Service Delivery Logs in a timely basis.
2. Plan and provide direct and consultative services consistent with occupational therapy goals contained in students' Individual Education Plans (IEP).
3. Evaluate student progress and determine readiness for termination of occupational therapy services.
4. Design, construct, alter and provide students with adaptive equipment and devices to promote maximum independence.
5. Assess students with disabilities and determine eligibility for services.
6. 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.
7. Consult with educational staff and parents regarding occupational therapy.
8. Provide staff development training in assigned schools to assist school personnel with selection and use of adaptive equipment and understanding of occupational therapy programs.
9. Consult with parents, teachers, administrators, and other relevant people to enhance their work with students.
10. Compile, maintain, and file all reports, records and other documents required.
11. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
12. Comply with all district and campus routines and regulations.
13. Communicate effectively with colleagues, students, and parents.
14. Participate in professional development activities to improve skills related to job assignment.
15. Develop and coordinate continuing evaluation of the occupational therapy program and implement changes based on findings.
16. Assist in the selection of equipment and adaptive material.
17. Develop and maintain effective individual and group relationships with students and parents.
18. Perform other duties as assigned by supervisor.

Student Management

19. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.
20. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

Supervisory Responsibilities

Supervise Certified Occupational Therapy Assistants

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

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

Terms of Employment

221 days; salary to be established by the Board of Trustees

The foregoing 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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.