Job Title: Occupational Therapist (OT)

Wage/Hour Status: Exempt

Reports To: Coordinator of Assessment & Related Services

Pay Grade: Professional Hiring Schedule

Dept./School: Assigned Campus

Date Revised: 05/12/2017

Funding Source: Local

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 educational interventions 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 accredit 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 (1) year of experience as an occupational therapist

Such alternatives to the above qualifications as the administration may find appropriate and acceptable

Name: _____ **Appraiser: _____**

On the following pages, you will find the evaluation rubric that supports the position. An annual review of the duties assigned will be measured using the rubric and the explanation scales provided below.

Explanation of Scale	
4	**Exceeds Expectations (3.5 – 4.0)**
3	**Demonstrates Proficiency (2.5 – 3.49)**
2	**Below Expectations (1.5 – 2.49)**
1	**Unsatisfactory Performance (1.0 – 1.49)**

Major Responsibilities and Duties

_____ 1. Plan and provide direct, consultative, and monitoring services consistent with occupational therapy goals and objectives contained in students' Individual Education Plans (IEP).

_____ 2. Plan the location (e.g., classroom, hallway, recess, separate therapy room) of therapy intervention services appropriately based on student-identified needs.

_____ 3. Utilize a variety of treatment techniques and modalities that enhance and facilitate student progress and achievement.

_____ 4. Evaluate and monitor student progress to determine appropriateness and level of occupational therapy services needed including dismissal.

_____ 5. Design, construct, alter, and provide students with adaptive equipment and devices to promote maximum independence.

_____ 6. Create an environment conducive to learning and appropriate for the maturity level, interest, and needs of the student.

_____ 7. Follows district, state and federal guidelines for obtaining consent and medicals.

_____ 8. Completes FIE and Related Services assessments and recommendations following district, state, and federal guidelines.

_____ 9. Utilizes a variety of assessment tools and procedures for disability determination and recommendations for occupational therapy as a related service.

_____ 10. Writes appropriate independent or integrated standards based IEP goals and objectives.

_____ 11. Completes PLAAFPS, IEP goals and objectives, and Schedule of Services annually for required ARD meetings.

_____ 12. Updates IEP goals and objectives every 9-weeks for progress reporting and monitoring.

_____ 13. Completes ARD documentation/paperwork within timelines.

_____ 14. Contributes to ARD process to ensure educational benefit and access to FAPE by assisting with interpretation of assessment data, determination and educational need for occupational therapy, and with appropriate educational placement for students with physical disabilities according to district procedures.

_____ 15. Consult with parents, teachers and administrators and other relevant people regarding school-based occupational therapy.

_____ 16. Consult with school personnel and other relevant people to support the integration of activities throughout the day in established routines.

_____ 17. Provide consultation or staff development training at assigned school(s) to assist school personnel with selection and use of adaptive equipment and understanding of occupational therapy program.

_____ 18. Consult with parents, teachers, administrators, and other relevant people as part of an educational team/committee to enhance their work with students.

_____ 19. Assist with the development, coordination and evaluation of the occupational therapy program and make suggestions to implement changes based on these findings.

_____ 20. Assist in the selection of equipment and adaptive material.

_____ 21. Compile, maintain, and file all physical and computerized reports, records and other documents required.

_____ 22. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

_____ 23. Comply with all district and campus routines and regulations.

_____ 24. Effectively communicate with colleagues, students, and parents.

_____ 25. Participate in professional development activities to improve skills related to job assignment.

_____ 26. Maintain licensure requirements obtaining needed CEUs

_____ 27. Establish positive working relationships with supervisee.

_____ 28. Provide ongoing support and feedback

_____ 29. Model ethical and professional conduct.

_____ 30. Respond to concerns in timely manner

_____ 31. Maintain documentation

Other

_____ 32. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

_____ 33. Has demonstrated the district's established quality customer service standards.

_____ **Total/33** _____

Comments:

Supervisory Responsibilities
None

Equipment Used

Working Conditions
Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Regular district-wide travel to multiple work locations as assigned; moderate to heavy lifting. May be required to lift and transfer students to and from wheelchairs or assist with positioning students with physical disabilities.

SUMMATION

Date of Conference: _____

Employee's Signature: _____

Appraiser's Signature: _____