INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Occupational Therapist
Reports to: Area Director
Dept./School: Special Education

Exemption Status/Test: Exempt
Date Revised: 8/6/2024

Primary Purpose: Plan and provide therapy and legally document supports for students with mental, physical, or emotional disabilities. Assess students and provide therapeutic intervention tomaximize physical or mental functioning, 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 OccupationalTherapy Examiners

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

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).
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.

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 todistrict 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 selectionand use of adaptive equipment and understanding of occupational therapy program.
8. Consult with parents, teachers, administrators, and other relevant people to enhance their workwith students.

Student Management

9. Create an environment conducive to learning and appropriate for the maturity level, interests, andneeds of the student.
10. Establish control and administer discipline according to the Student Code of Conduct andstudent handbook.

Program Management

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

Administration

14. Compile, maintain, and file all physical and computerized reports, records and other documents required.
15. Comply with policies established by federal and state law, State Board of Education rule, andlocal board policy.
16. Comply with all district and campus routines and regulations.
17. Effectively communicate with colleagues, students, and parents.
18. Participate in professional development activities to improve skills related to job assignment.

Other

19. Comply with all district and assigned campus routines.
20. Regular districtwide travel to assigned campuses.

Additional Duties:

Any and all other duties assigned by immediate supervisor**.**

Supervisory Responsibilities: Supervise occupational therapy assistant(s).

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Maintain emotional control under stress.

Physical/Environmental Demands: Regular districtwide travel to multiple work locations as assigned; moderate lifting. May be required to lift and transfer students to and from wheelchairs orassist with positioning students with physical disabilities.

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.

Reviewed by Date

Received by _____ Date _____