KILGORE Independent School District

Job Description

Employee Name: «Employee_Names» **Funding Source: «Fund»**

Job Title:	**Occupational Therapist**	Wage/Hour Status:	Exempt
Supervisor:	Director of Special Education	Pay Grade:	ADM/PRF Pay Scale
Campus:	Assigned Campus(es)	Revised:	July 2025

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 functioning, increase independent functioning, and/or adjust to disabilities.

Qualifications:

Education
Valid Texas license as an occupational therapist granted by the Texas Board of Occupational Therapy Examiners (TBOTE)

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

Experience
Six months experience as an occupational therapist, preferably in the school setting

Major Responsibilities and Duties:

Therapy
- Plan and provide direct and consultative services consistent with occupational therapy goals contained in students' Individual Education Plans (IEP). Evaluate student progress and make recommendations regarding occupational therapy services.
- Design, construct, alter, and provide students with adaptive equipment and devices to promote maximum independence.
- Assess students with disabilities and determine eligibility for services.

Consultation
- Present staff development in assigned school as requested.
- Conduct one-on-one consultation with teachers, parents, and others to assist with selection and use of adaptive equipment and material that will enhance student learning.

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

Program Management

- 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.
- Develop and coordinate a continuing evaluation of the occupational therapy program and implement changes based on the findings.

Administration

- Compile, maintain, and file all reports, records and other documents required.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and campus routines and regulations.
- Follow district safety protocols and emergency procedures.

Other

- Maintain a professional relationship with colleagues, students, parents, and community members.
- Compile, maintain, and file reports, records and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Demonstrate behavior that is professional, ethical, and responsible.
- Comply with district policies, as well as state and federal laws and regulations.
- Adhere to the district's safety policies and procedures.
- Maintain confidentiality in the conduct of district business.
- Demonstrate regular and prompt attendance.
- Other duties as assigned.

Supervisory Responsibilities:

Supervise the work of the occupational therapy assistant(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Special needs adaptive equipment; standard office equipment including computer and peripherals
Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting
Motion: Frequent walking, grasping/squeezing, wrist flexion/extension
Lifting: Regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students
Environment: Exposure to biological hazards, bacteria, and communicable diseases**;** may require districtwide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

(Employees with disabilities are protected by the Americans with Disabilities Act.)

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.

All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

Employee Date

Supervisor Date