

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	Occupational Therapist INSPIRE Program	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Special Education Coordinator/Director	<b>Pay Range:</b>	840
<b>Dept./School:</b>	Itinerant Special Ed/INSPIRE Program	<b>Date Revised:</b>	06/01/19

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**Primary Purpose:**

Plan and provide therapy to students with mental, physical, and/or emotional disabilities. Assess students and provide educationally therapeutic intervention to enable students to benefit from special education instruction and to increase independent functioning. The goal of the INSPIRE Program is to create a safe educational community where students with significant needs in the areas of social, emotional, behavioral, and academic skillsets can stabilize to the degree that they are able to reintegrate back into the broader school community.

**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

Excellent organizational, communication and interpersonal skills

Knowledge of trauma informed care (preferred)

**Experience:**

One year of experience as an occupational therapist

Experience working with students who exhibit significant emotional and behavior challenges (preferred)

**Major Responsibilities and Duties:**

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

Assess students with disabilities and determine eligibility for services

Assist in the design and implementation of movement activities for the INSPIRE program

Participate in the ARD process to determine appropriate occupational therapy supports, interpretation of assessment data, placement, and goal setting for students in the INSPIRE Program

**Job Title:** INSPIRE Program Occupational Therapist

Plan and provide direct and/or consultative services consistent with occupational therapy goals contained in Individual Education Plans (IEP)

Evaluate and document student progress

Deliver push-in services to support students' motor needs in the classroom setting

Consult with INSPIRE program staff to support students' fine and gross motor needs across program activities/settings

Consult with INSPIRE program staff and parents regarding direct and indirect occupational therapy supports

Compile, maintain, and file all reports, records, and other documents required

Collaborate with INSPIRE program staff and other related services providers who support the program to develop IEP's and support implementation of evidence-based behavior interventions

Obtain and maintain Crisis Prevention Institute (CPI) Texas Behavior Support Initiative (TBSI) training and participate as a member of the program Core Team as needed

Comply with policies established by federal and state law, State Board of Education Rules, and the local school board policy

Assist in the selection of materials, equipment and other adaptive material

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

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Equipment Used:**

Computer, OT equipment, printer, copier, tablet, and fax

**Working Conditions:****Mental Demands:**

Ability to communicate effectively (verbal and written); maintain emotional control under stress and in crisis situations

**Physical Demands/Environmental Factors:**

Occasional district wide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing, and pulling; work with frequent interruptions; use of computer and repetitive hand motions; lifting up to 50 pounds; willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan or district/program crisis protocols in the course of working with children with challenging behavior

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**Acknowledgement:**

**Job Title:** INSPIRE Program Occupational Therapist

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator      **Date:** 06-01-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_