

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Occupational Therapist	Wage/Hour Status:	Nonexempt
Reports To:	Assistant Executive Director Special Ed & Reading Services	Date Revised:	6/2/17
Dept./School:	Itinerant Special Ed		

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.

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

Experience:

One year of experience as an occupational therapist

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

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

Evaluate student progress and determine readiness for termination of occupational therapy services.

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

Consult with educational staff and parents regarding occupational therapy

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

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

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, printer, copier and fax

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district wide and / or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

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:** 06-02-17

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:** _____