



Longview Independent School District

JOB DESCRIPTION OCCUPATIONAL THERAPIST

JOB TITLE:	Occupational Therapist	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Special Education	TERMS:	197 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Professional Pay Scale 3

PRIMARY PURPOSE:

Under general direction, the occupational therapist provides school-based occupational therapy with an emphasis on evaluation and treatment to insure that the student is able to benefit from the special education program; particular areas of emphasis include fine motor skills, sensory/perceptual motor skills, and self-care skills

DISTINGUISHING CHARACTERISTICS

Persons in this position are assigned to special education centers or schools as an itinerant, providing direct services to students and consultative services to other educators; supervision is exercised over occupational therapy paraprofessionals

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's Degree in Occupational Therapy

Valid Texas license as an Occupational Therapist issued by the Texas Board of Occupational Therapy Examiners

Special Knowledge and Skills:

- Thorough knowledge of pediatric occupational therapy diagnostic and treatment procedures
- Thorough knowledge of special education requirements related to occupational therapy services

Minimum Experience:

At least one-year of experience as an Occupational Therapist



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide diagnostics and eligibility reports for students referred, and provide therapy to eligible students
2. Provide consultation to professional staff and parents regarding strategies or techniques to meet student needs
3. Supervise occupational therapy paraprofessionals
4. Maintain a working file with referral information, IEP copy, attendance card, and on-going progress notes
5. Obtain physician's approval, prior to therapy initiation, for students with medical conditions which might adversely affect progress
6. Communicate with district and campus staff, occupational therapy paraprofessionals, students, parents, and physicians
7. Utilize various therapeutic equipment and materials
8. Comply with district policies, as well as state and federal laws and regulations
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business
11. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
12. Demonstrate regular and prompt attendance
13. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may be required to lift and position students with physical disabilities; control behavior through physical restraint; assist non-ambulatory students.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2017