

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

<b>JOB TITLE:</b>	Occupational Therapist	<b>WAGE/HOUR STATUS:</b>	Nonexempt
<b>REPORTS TO:</b>	Director of Special Education	<b>PAY GRADE:</b>	<b>840</b>
<b>DEPT./SCHOOL:</b>	Curriculum	<b>DATE REVISED:</b>	5/2/09

---



---

**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  
 Willingness to execute written employment contract with Plano ISD

**Experience:**

One year of experience as an occupational therapist

**MAJOR RESPONSIBILITIES AND DUTIES:**

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.

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 districtwide 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.

---

---

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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. The Administration and/or supervisor have 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.