



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Occupational Therapist	Exemption Status:	Exempt
Reports to:	Director of Special Services	Pay Grade:	05
Works with:	Students/District Personnel	Days:	187
Dept./ School:	District Wide	Date Revised:	05/04/2020

Primary Purpose:

Plan and provide therapy to students with mental, physical, or emotional disabilities. Provide therapeutic intervention to maximize physical or mental functioning, increase independent functioning, and/or adjust to disabilities.

Prerequisites:

- Master's Degree in Occupational Therapy or related program; and
- 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
- Ability to instruct students and manage their behavior
- Excellent organizational, communication, and interpersonal skills

Preferred:

- Six months experience as an occupational therapist

Major Responsibilities and Duties:

1. 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.
2. Design, construct, alter, and provide students with adaptive equipment and devices to promote maximum independence.
3. Assess students with disabilities and determine eligibility for services.
4. 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.

5. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.
6. Establish control and administer discipline according to the Student Code of Conduct and student handbook.
7. 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.
8. Develop and coordinate a continuing evaluation of the occupational therapy program and implement changes based on the findings.
9. Compile, maintain, and file all reports, records and other documents required.
10. 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.
11. Supervise the work of the occupational therapy assistant(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____