



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:	Certified Occupational Therapist Assistant	Exemption Status:	Non-Exempt
Reports to:	Director of Special Education	Pay Grade:	08
Works with:	Students//District Personnel	Days:	187
Dept. /School:	Special Education Department	Date Revised:	07/23/2020

Primary Purpose:

Provide direct occupational therapy services under the supervision of a licensed occupational therapist.

Prerequisites:

- Associate's degree in occupational therapy or equivalent
- Valid Texas license as an occupational therapy assistant issued by the Texas Board of Occupational Therapy Examiners

Preferred:

- Ability to implement occupational therapy treatment programs as specified by occupational therapy plan of care
- Strong organizational, communication, and interpersonal skills
- Ability to communicate effectively (verbal and written)
- Two months experience in occupational therapy and contact with school-age children

Major Responsibilities and Duties:

1. Provide occupational therapy services as specified in the occupational therapy plan of care.
2. Collect data according to established procedures to assist occupational therapist in screening students as possible candidates for occupational therapy services.
3. Assist occupational therapist to revise short-term patient goals.
4. Assist with instructing teachers, staff, and parents in use of adaptive equipment, assistive technology programs or devices, and integration of therapy goals into the educational program.
5. Interact with student patient regarding patient's condition, progress, and/or achievement of goals during each treatment session.
6. Communicate with parents regarding individual students as directed by the occupational therapist.
7. Attend planning meetings and participate in Admission, Review, and Dismissal Committee (ARD) meetings as directed by the occupational therapist.
8. Assist with acquisition and maintenance of therapy equipment and supplies.

9. Compile, maintain, and file reports, records, and other documents required including accurate student records and patient progress notes.
10. Comply with policies established by federal and state laws, Texas Board of Occupational Therapy Examiners, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
11. Maintain confidentiality.

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 _____