

## **Killeen Independent School District Job Description**

**Job Title:** Occupational Therapist  
**Reports To:** Coordinator for Special Education Campus Operations  
**FLSA Status:** Exempt

### **SUMMARY**

Assists students with disabilities in correcting and/or compensating for areas of self-help, functional mobility, environmental adaptations, positioning, fine/gross motor skills, oral motor skills, life skills training/vocational skills, sensory-motor processing (includes visual perception and sensory processing skills) and psycho-social skills so that their classroom performance will be enhanced.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Complies with all legal and ethical guidelines of the Texas Occupational Therapy Practice Act.

Organizes and implements occupational therapy services and supports.

Compiles, maintains, and files all reports, records, and other required documents to include but not limited to inputting evaluations, daily session notes, progress reports, and maintaining documentation for Medicaid Billing, as necessary, into the KISD informational management system.

Maintains weekly documentation and approval of supervisee session notes. Writes/reviews quarterly progress reports before locking in informational management system.

Prepares and maintains a database of referrals and evaluations for each school assigned.

Provides direct, integrated, and consultative occupational therapy intervention for individual students and/or groups as per IEP.

Coordinates with school personnel, guardians and outside agencies regarding needs of individual students.

Instructs, supervises, and monitors school personnel and other implementers of the IEP in the therapeutic management of students.

Receives and records initial referral information and requests.

Obtains additional or supplementary information from appropriate persons, agencies, and/or available records.

Conducts evaluations using formal and informal tests to determine eligibility.

Participates in the ARDC to assist with the interpretation of the assessment data and provide recommendations to support students in their educational setting.

Makes recommendations for occupational therapy intervention and refers to other services as appropriate.

Designs, constructs, alters, and provides students with adaptive equipment and devices to promote maximum independence.

Provides on-going information for district and campus personnel regarding physical/motor disabilities, occupational therapy services, and implication for student placement.

Provides informal and formal professional learning for all levels of educational and support personnel.

Provides clinical internship opportunities for students enrolled in occupational therapy schools and occupational therapist assistance programs.

Integrates current professional knowledge and skill into occupational therapy services and supports.

Collaborates with school personnel to facilitate the participation of students in the total school program (e.g., field day adaptations).

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises occupational therapy assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include professional learning for employees; planning, assigning, and directing work; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Occupational Therapy.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Texas Board of Occupational Therapy Examiners License as Occupational Therapist.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, parents, students and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** October 30, 2018

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.