



Position: Special Education Therapist

Assignment: Occupational Therapist

Wage/Hour Status: Exempt

Reports to: Executive Director of Special Education

Pay Grade: AP642/187

Dept/School: Special Education

Date Revised: Spring 2024

Primary Purpose:

Evaluate and provide services to students who are eligible for special education and have needs that limit their ability to succeed in the educational setting. Recommend and carry out interventions, modify the setting, and/or provide accommodations to maximize function and independence for the student to benefit from their individualized education program.

Qualifications:

Minimum Education/Certification:

- A Bachelor's or Master's (preferred) degree in occupational therapy from an accredited university
- A current license to practice occupational therapy from the Texas Board of Occupational Therapy Examiners

Special Knowledge/Skills/Experience:

- Knowledge of the educational model of OT intervention and understanding of assessments and interventions utilized in the setting.
- Ability to facilitate therapy sessions and manage behavior.
- Excellent organizational, communication, and interpersonal relationship skills
- 1 year of experience as an OT preferred.
- A new graduate with fieldwork in a school setting will be considered.

Major Responsibilities and Duties:

- Evaluate referred students and determine eligibility for services.
- Document evaluation data and recommendations in an integrated Functional Individual
- Evaluation (FIE) within the timelines established by the Admission, Review, and Dismissal (ARD) committee
- Provide the ARD committee, including parents, with information needed to interpret assessment and set annual goals for qualified students.
- Plan and provide direct and/or consult services consistent with a student's integrated Individualized Educational Program (IEP)
- Complete session notes and related documentation weekly
- Collect data, evaluate progress, and coordinate with teacher(s) to provide progress reports to parents/guardians per district timelines.
- Determine readiness for termination of OT services.

- Determine need for assistive technology (AT) and make modifications as a student's needs change over time.
- Consult with and provide training to classroom staff and other service providers, regarding appropriate use of materials/equipment, as well as implementation of strategies and any specific assistive technology.
- Consult with parents/guardians to facilitate understanding of OT services and guide the implementation of activities for home.
- Consult with student's private OT, as appropriate, to strive for a coordinated intervention program.
- Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.
- Follow the guidelines of a student's behavioral intervention plan (BIP) and the Lewisville ISD (LISD) Student Code of Conduct
- Collaborate with OT peers, lead therapists, and special education directors to keep the focus of the department relevant to the current needs of students.
- Assist in the selection of AT and other adaptive materials and equipment.
- Comply with federal and state laws, State Board of Education rules, and LISD school board and LISD campus policies.
- Participate in professional development activities to maintain and improve skills related to OT practice.
- Observe professional and ethical standards in accordance with the Texas Board of Occupational Therapy Examiners (TBOTE) OT Practice Act and Rules, and the American Occupational Therapy Association (AOTA) Code of Ethics
- Mentor OT fieldwork students from affiliated universities

Mental Demands/Physical Demands/Environmental Factors:

- Special needs adaptive equipment; standard office equipment including computer and peripherals.
- Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting.
- Frequent walking, grasping/squeezing, wrist flexion/extension.
- Regular heavy lifting (45 pounds or more) and position of students with physical disabilities; assisting non-ambulatory students.
- Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel.
- Work with frequent interruptions; maintain emotional control under stress; work prolonged or irregular hours

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name