AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**THERAPIST OCCUPATIONAL**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PRF 6**	DUTY DAYS:	**187**	DATE REVISED:	**02/11/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A valid Texas license in good standing through the Texas Board of Occupational Therapist Examiners (TBOTE) is required. Incumbent must be able to read, write, and converse fluently in English. Incumbent must have the ability to obtain a valid Texas driver's license.

SKILL REQUIREMENTS:

This position requires the ability to apply various occupational therapy theories, techniques, and methodologies covering topics such as physiological, neurological, sensory, and behavioral interventions. Incumbent must have the ability to select and administer appropriate assessment instruments, as well as the ability to analyze problems and provide creative alternatives, especially in the design and development of equipment. This position requires knowledge of normal child development patterns, and knowledge of State, local, and Federal laws and regulations affecting the delivery of occupational therapy services. Incumbent should have the ability to identify abnormal child development or growth and assess differences in functioning, communicate effectively, work with others as a team and perform administrative duties related to the provision of occupational therapy services.

JOB PURPOSE AND RESPONSIBILITY:

This position, in a school setting, is responsible for the screening, evaluation, and treatment of students needing occupational therapy services in order to promote independent functioning and facilitate learning. Services provided involve a wide range of commonly accepted and used theories, methodology, and principles. Judgment is required to determine the appropriate treat-meet strategy for each student. Creativity is necessary to develop specialized treatment aids (e.g., equipment) to fit unique needs. Judgment is required to interpret board State and Federal laws affecting the education of exceptional students and the impact of the laws on treatment needs or plans. Errors may result in liability, mistrust, and unmet educational and occupational therapy needs.

ESSENTIAL FUNCTIONS:

- Knowledge of school-based OT practice, techniques, methodologies, and equipment used in school-based occupational therapy.
- Perform evaluations for students referred by the Section 504 and Special Education Admission Review Dismissal (ARD) committee and determine educational need for services.
- Provide direct and/or indirect/collaborative occupational therapy (OT) services through the use of purposeful activity, exercises, and other treatment procedures involving sensory processing, positioning, and handling within the natural context of classroom and school environments.
- Fully comply with all federal and state special education timelines and regulations, as well as consistently meet or exceed all district productivity standards for completion of evaluations and/or services, IEP management, and documentation of services as based on AISD's Operating Procedures, AISD's Evaluation Manual, and job-specific roles and responsibilities.

- Work collaboratively as part of a multidisciplinary evaluation team to ensure the completion of high-quality evaluations within required timelines and in alignment with the District's operating procedures.
- Use evidence-based tools and strategies to evaluate and/or serve students that respect diverse cultural backgrounds, including race, ethnicity, language, disability, and socioeconomic status.
- Promote inclusive opportunities and equitable access for students with disabilities through collaboration with ARD committee members, including campus administrators, teachers, parents, and other service providers.
- Accurately and timely document services through the district's digital management system in alignment with defined operating procedures and expectations.
- Evaluate and screen students using assessment measures, skilled professional observation and supplementary information from outside agencies or records.
- Determine the strengths and needs of individual students in the areas of visual-motor, visual-perceptual, and sensory-motor skills as they relate to educational goals.
- Skill in selecting and providing a wide range of intervention strategies and monitoring their effectiveness.
- Knowledge of areas of practice specific to pediatrics, including normal child development patterns and specific diagnoses.
- Participate in multidisciplinary team meetings to develop Section 504 Plans, Individual Education Plans (IEP) and/or Annual Review Dismissals (ARDS) with parents and committee members.
- Consult with students, parents, and school staff to provide information and discuss topics such as particular student health problems and interpretation of State, local, and Federal regulations.
- Support team with maintaining professional standards across the department and district by possibly mentoring inexperienced colleagues new to district, supervising practicum students in clinical placements, supervising OT-Interns.
- Maintain clinical and administrative records in accordance with State guidelines and school policy to record such data as attendance at service delivery sessions, test results, evaluations, IEPs, and yearly progress summaries.
- Assist parents and teachers in acquiring the equipment necessary for the student to maximize the student's functioning in the school.
- Maintain professional development by attending conferences, workshops, professional meetings, etc.
- Excellent organizational, written communication and interpersonal skills.
- Knowledge of Federal, State, and local laws and regulations affecting service delivery.
- May perform some administrative activities, such as budgeting, recruiting and training staff, ordering, repairing and maintaining equipment, and scheduling sessions.
- Oversee entry-level therapists.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

Environment: School or classroom; exposure to biological hazards, bacteria, and communicable diseases; may require extensive districtwide travel

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

PERSONAL WORK RELATIONSHIPS:

This position independently makes most clinical decisions. The supervisor may be consulted if problems arise. Incumbent may receive detailed instruction from the supervisor on such matters as those that may have legal implications of those that affect a significant part of school communities. The incumbent works closely with a select group of multidisciplinary caregivers to develop individualized, total treatment programs and provide services. Incumbent may also have contact with private occupational therapy providers to align methodologies and target interventions.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	