



JOB DESCRIPTION

Job Title: Occupational Therapist

Status: Exempt

Reports to: Director of Special Education

Terms: 181 Days

Pay Grade: Admin/Professional PG 3
\$72,264(mid)

Salary Range: \$61,424 (min) -

Dept./School: Special Education/Itinerant

Date Revised: April 28, 2026

Position Requirements:

Identify the need for, and provide, quality school-based, occupational therapy services to address the functional needs of individually identified students as they relate to sensory, motor, postural or emotional development, adaptive behavior and play, and the performance of self-help skills so that the student may improve, restore, or maintain functional abilities to benefit from the educational setting in the least restrictive environment.

Education/Certification/License:

A degree from an accredited educational program in occupational therapy.
Valid Texas license as an Occupational Therapist granted by the Texas Board of Occupational Therapy Examiners.

Special Knowledge/Skills:

Intellectual, sensory and physical development of children and young adults.
Application of occupational therapy techniques utilized in the assessment and treatment of children and young adults.
Theory of physical and mental rehabilitation underlying the practices of occupational therapy.
The ability to translate treatment objectives into appropriate school-based applications.
The ability to work independently, utilizing a close attention to detail while managing timeline specific deadlines.

Preferred Experience:

Minimum one year (1) experience as an Occupational Therapist in the school setting.

Duties/Responsibilities:

Therapy

1. Plan and provide direct and consultative services consistent with occupational therapy goals contained in students' individual Education Plans (IEP).

2. Evaluate student progress and determine readiness for termination of therapy services.
3. Design, construct, and alter equipment. Provide students with adaptive equipment and devices.

Assessment

1. Function independently, and as a member of a multifaceted assessment team, in order to assess students to determine eligibility for school based occupational therapy services and/or adaptive P.E.
2. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with interpretations of assessment data, appropriate placement, and goal setting for students eligible for occupational therapy and Adaptive P.E. supports and services
3. Adapt or recommend adaptation of the school environment.

Consultation

1. Consult with educational staff regarding the use of specialized equipment and materials.
2. Consult with district and outside personnel including private therapists and other medical staff regarding the physical and medical needs of students.
3. Provide staff development training in assigned schools to help school personnel understand students with occupational therapy and adaptive P.E. needs.
4. Consult with parents, teachers, administrators, and other relevant people to enhance their work with students.

Student Management

1. Create an environment conducive to learning and appropriate for the maturity level, interest, and needs of the student.
2. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

Program Management

1. Develop and coordinate a continuing evaluation of the occupational therapy program, including adaptive P.E. and make changes based on the findings.
2. Assist in the selection of equipment and adaptive materials.

Administration

1. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
2. Comply with policies established by federal and state law, State Board of education rule, and local board policy.
3. Comply with all district and assigned campus routines and regulations.
4. Effectively communicate with other colleagues, students, and parents.

5. Participate in professional development activities to improve skills related to job assignments.
6. Establish, control and administer discipline according to the Student Code of Conduct and student handbook.

Supervisory Responsibilities

1. None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; frequent standing, stooping, bending, reaching, pulling, pushing, heavy lifting, and moderate carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature: _____

Date: _____