



Professional Vacancy Richardson ISD

POSITION: OCCUPATIONAL THERAPIST

REPORTS TO: SPECIAL EDUCATION DIRECTOR OF EVALUATION

CONTRACT PERIOD: 190 DAYS – 10 MONTHS **POSITION CONTROL #51156796**

SALARY: LOCAL PAY GRADE: AVI **SALARY RANGE: \$64,676 - \$69,259**

QUALIFICATIONS:

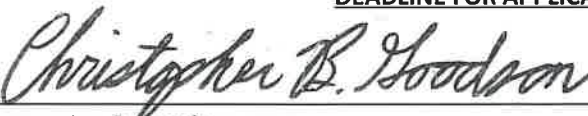
- Master's degree in Occupational Therapy (Bachelor's degree completed prior to requirement of Master's will be permitted) and a valid Texas License as an Occupational Therapist granted by the Texas Board of Occupational Therapy Examiners
- Knowledge of therapy procedures, activities, and equipment used in educational occupational therapy
- Ability to provide effective intervention for students including managing behavioral and functional needs
- Ability to evaluate, using formal and informal methods, to determine the need for educational occupational therapy
- Effective organizational, interpersonal, verbal and written communication skills
- Ability to work independently, take initiative and collaborate with multidisciplinary teams

DESCRIPTION OF DUTIES:

- Assess students referred to determine the need for occupational therapy services and to inform educational recommendations
- Develop appropriate and educationally relevant goals that address the individual needs of each student
- Plan and provide direct and indirect occupational therapy services that are consistent with student goals
- Provide recommendations for accommodations, strategies and/or adaptive equipment to support student progress and independence in the educational setting
- Comply with federal and state law, State Board of Education rules, and local board policy.
- Effectively collaborate with and support campus teachers and central special education staff
- Engage in Related and Itinerant Services Team meetings positively and cooperatively
- Maintain accurate records of services for all assigned students aligned with department procedures
- Participate professionally in ARD meetings for all students on the assigned caseload
- Participate in state Medicaid reimbursement activities including relevant training and documentation
- Assist in planning and facilitating Professional Learning opportunities as needed
- Maintain prompt and regular attendance.
- This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx> The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED: 
Christopher B. Goodson, Ed.D.
Assistant Superintendent – Human Resources

DATE: 4/27/2026

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.