



Job Description

Position Title:	Occupational Therapist, Special Education
Job Title:	Occupational Therapist, Special Education
Function:	Academic Support
Family:	Special Education Programs and Services
Reports to:	Director, Special Education

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$58,588	Mid-Point Salary:	\$71,182
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	194	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded.				

Job Scope

Use significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

Ensure quality and delivery of occupational therapy services for eligible students with disabilities.

Essential Functions / Key Responsibilities

1. Develop, implement and evaluate occupational therapist program or specialized services based on student needs.
2. Assess, recommend and provide appropriate occupational therapist services for eligible students in instructional setting as outlined by the American Occupational Therapy Association (AOTA), Council on Standards and Practices, and the Texas Board of Occupational Therapy Examiners.
3. Recommend, order and maintain appropriate occupational therapist equipment for eligible students in instructional setting.
4. Follow and maintain established referral process and records for occupational therapist services.
5. Provide assistance with the organizational needs of the Special Education Department.
6. Attend Special Education Department and District meetings and training sessions as assigned
7. Collaborate with other instructional and department personnel to support common vision for occupational therapist program improvement and student success.
8. Participate on ARD/IEP committees and recommend appropriate occupational therapy goals and objectives to meet student needs.
9. Identify, analyze and apply research and data findings to promote program improvement.
10. Supervise occupational therapy assistant personnel as required by licensure
11. Provide district-wide and student-specific training to district staff, school staff and individual care givers.
12. Demonstrate and maintain current knowledge, understanding and skill appropriate to job assignment.



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13. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's Degree from an accredited college or university or 4 years equivalent experience.
- Valid Licensure as Licensed Occupational Therapist by the Executive Council on Physical Therapy and Occupational Therapy Examiners.
- 5+ years of related experience
- Clinical experience in public school, annex and/or pediatric setting
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Master's Degree in Occupational Therapy from a college or university

Knowledge, Skills & Abilities

- Leadership style compatible with position
- Knowledge of Occupational Therapist state and federal mandates
- Ability to determine eligibility and need for occupational therapist services
- Ability to analyze data and provide recommendations
- Ability to problem solve, think critically and manage conflicts
- Strong organizational, communication, presentation and interpersonal skills
- Demonstrated oral and written communication skills
- Ability to maintain accurate records and meet deadlines

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None



Job Description

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name: Date:

Employee Signature: