

Occupational Therapy, Physical Therapy, Assistive Technology Specialist

JOB STATUS: OPEN

POSTING DATE: 03/27/2026

POSTING NUMBER: 052486

LOCATION: Admin Special Education - 877

POSITION TITLE: Occupational Therapy, Physical Therapy, Assistive Technology Specialist

JOB DESCRIPTION:

Responsible for coordinating special education related services for students identified as needing occupational (OT), physical therapy (PT) and assistive technology (AT) services.

DUTIES and RESPONSIBILITIES:

1. Ensure that therapy services are provided in the least restrictive environment to maximize student benefit.
2. Meet with parents as indicated.
3. Assist with completion of evaluations and consultations as appropriate within licensure.
4. Obtain physician's orders related to therapy services and SHARS billing.
5. Ensure ESY coverage for students with ARD-determined OT, PT, and/or AT services or equipment.
6. Provide consultation regarding safe student transportation as indicated.
7. Establish and maintain effective evaluation processes and documentation.
8. Monitor and evaluate the effectiveness of therapy programs using observation, data collection, anecdotal records, and/or pre-post assessments.
9. Assist with delivery of services as indicated and appropriate within state licensure.
10. Define and communicate expectations for staff performance regarding service delivery, documentation, caseload management, and professional practices.
11. Systematically track requests for therapy services and assistive technology equipment.
12. Establish and monitor staff caseloads.
13. Provide staff training related to equipment use, evaluation protocols, and instructional practices.
14. Promote the use of Universal Design for Learning (UDL) and assistive technology in the instructional process.
15. Act as liaison between special education administration and OT, PT, and AT staff to improve procedures, services, and communication.
16. Ensure implementation of district and department missions, goals, policies, and procedures.
17. Monitor program effectiveness and implement improvements as needed.
18. Develop and maintain departmental operational guidelines aligned with district and special education requirements.
19. Maintain compliant information management systems and records in accordance with TEA and district policies.
20. Review and approve purchase orders and oversee technology purchasing and app distribution processes.
21. Submit monthly OT, PT, and AT updates for inclusion in the Special Education newsletter.
22. Ensure completion of all end-of-year processes.
23. Monitor inventory management and Medicaid documentation processes for accuracy and compliance.
24. Approve mileage submissions in accordance with district procedures.
25. Demonstrate knowledge of laws and regulations governing OT, PT, and AT services.
26. Support staff in achieving professional goals.
27. Monitor compliance with state rules, regulations, and licensure requirements for OT and PT staff.
28. Complete annual staff appraisals.
29. Interview, select, and orient new staff members.
30. Supervise the department Administrative Assistant.
31. Provide staff development, training, and team-building opportunities in alignment with the district calendar.
32. Facilitate access to continuing education opportunities.
33. Adhere to professional and ethical standards, including district expectations, TEA Code of Ethics, and OT/PT/AT Codes of Ethics.
34. Foster a positive and professional work environment and maintain effective communication with staff.
35. Maintain confidentiality of student and staff information.
36. Provide guidance on campus accessibility.
37. Maintain regular attendance.
38. Perform other duties as assigned.

EXPERIENCE:

- Experience in pediatric therapy sessions
- Experience in public school physical therapy programs
- Experience working with a wide range of assistive technology devices including mobility, communication, and academic supports
- Strong organizational skills

QUALIFICATIONS:

Education/Certification:

- Bachelor of Science degree in physical therapy or occupational therapy
- Holds current state license from the Texas State Board of physical therapy or occupational therapy

Special Knowledge/Skills:

- Knowledge in all areas of physical therapy, occupational therapy and assistive technology
- Knowledge of TEA rules and regulations for related services in a school setting
- Knowledge of state rules and regulations for occupational therapy, certified occupational therapy assistant (COTA), physical therapy, and a physical therapy assistant (PTA)
- Knowledge of the purpose of OT, PT, AT in the educational setting
- Knowledgeable with Microsoft Office and Google Productivity application

CONTACT INFORMATION:

Mental Demands/Physical Demands/Environment Factors:

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals
- **Posture:** Frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Moderate walking, repetitive hand motion, frequent keyboarding and use of mouse
- **Lifting:** May be required to lift and transport students to and from wheelchair or assist with positioning students with physical disabilities
- **Environment:** Occasional district travel and out-of-district travel; occasional prolonged and irregular hours
- **Mental Demands:** Maintain emotional control under stress

APPLY TO:

To apply for this position, click "login" above. Additionally, once you've logged into your WinOcular application, upload your current resume and letter of interest and ensure your application is updated. Current employees must apply using the internal system.

Directors have requested no telephone calls, please.

SALARY: **PAY GRADE:** AE - 4 - Minimum pro-rated salary - \$79,232

DAYS: 202

START DATE: 2026-2027 School Year