

**JOB TITLE:** Occupational Therapist

**REPORTS TO:** Director of Special Services

**SUPERVISES:** Students receiving occupational therapy

**NATURE AND SCOPE OF JOB:**

To promote each student's optimum physical development skills, perceptual skills and self-help abilities through evaluation and analysis of the student's individual needs. Purposeful activities (physical, functional, educational, and creative) will be planned to enable each student to participate in their own treatment.

**QUALIFICATIONS:**

1. Hold a New Jersey DOE certification as a School Occupational Therapist in accordance with the requirements of N.J.S.A. 18A:26-2 et. seq. and 27-2, and N.J.A.C. Title 6 Chapter 11,
2. Demonstrate outstanding leadership and organizational skills and the ability to motivate people.
3. Have integrity and demonstrate good moral character.
4. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills that relate well to students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.
11. Must be able to perform physical work which may require frequent bending and lifting

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Occupational Therapist:

1. Evaluates and analyzes each student's individual needs.
2. Sets up immediate and long-term goals.
3. Initiates a program of purposeful activities.
4. Administer individual and group therapy as prescribed and indicated.
5. Attends to the needs of the student when and if necessary, including lifting and transfers to and from toilet, wheelchairs and adapted chairs or seating equipment, assisting students in the use of adaptive equipment as needed.
6. Cooperates with other staff members in implementing the total program for each individual student.
7. Alerts principal/supervisor of special problems encountered.
8. Adapts equipment and materials for the specific needs of each student.
9. Keeps records on the progress of each student.

10. Keeps an inventory of all equipment used.
11. Prepares a list of needed equipment with the Director of Special Services in keeping with budget restraints.
12. Attends all staff conferences and district meetings called by the Director of Special Services and Superintendent of Schools.
13. Attends workshops, seminars, symposiums, and lectures designated to enrich and enhance knowledge in this specialized field as approved by the Director of Special Services.
14. Delivers services to students eligible for Extended School Year.
15. Responsible for any other duties in addition to those itemized above as may be designed by the Director of Special Services and Superintendent of Schools.

**EVALUATION CRITERIA:**

The holder of the position of Occupational Therapist shall be evaluated by the Director of Special Services, Principal and/or Assistant Principal in accordance with Policy No. 3221, Regulation No. 3221, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: 6 March 2018

Revised: July 25, 2023