

TITLE: **OCCUPATIONAL THERAPIST**

QUALIFICATIONS: Degree in Occupational Therapy from an accredited program.
Licensed to practice physical therapy in New Jersey.
Hold a valid New Jersey educational services certificate

REPORTS TO: **DIRECTOR OF PUPIL SERVICES**

JOB GOAL: To provide a full range of occupational therapy services, following established protocols and the student's Individual Education Plan (IEP). Assists in the identification and diagnosis of students who have a disease, disorder, impairment, activity limitation or participation restriction which interferes with their ability to function independently in daily life roles. To provide a treatment plan to promote wellness, physical and mental development, with an emphasis on fine and gross motor development, visual and perceptual skills, reasoning and cognitive skills and functional self-care skills.

PERFORMANCE RESPONSIBILITIES: In order to fulfill his/her professional responsibilities, the **OCCUPATIONAL THERAPIST** shall:

1. Work in concert with the school administration, school medical examiner, and other medical personnel who are appointed by the Board, completing appropriate records and carrying out medical orders that may be issued.
2. Plan and conduct screening and initial evaluations of students by means of observation and professionally accepted assessments to determine the level of ability and disability relative to the need for occupational therapy. Inform parents and appropriate staff of the need for corrective care. Participate when requested on the Child Study Team in the identification and placement of students in need of specialized services.
3. Plan and implement habilitative/rehabilitative programs of therapy following established occupational therapy protocols in accordance with the student's IEP that will develop, improve, sustain, or restore skills in academic, daily living, school, and leisure activities.
4. Conduct individual and group therapy in the areas of fine and gross motor development, visual and sensory perception, reasoning, cognitive, and functional self-care skills.
5. Recommend and train students in the use of assistive technology or orthotic devices, including the use of prosthetic devices.

6. Observe students in the school setting and advise the Child Study Team and instructional personnel when the need to make adjustment in the instructional program.
7. Keep the professional staff, health care provides, and parents informed with treatment objectives and student progress. Provide instruction so that parents and others reinforce and assist with the treatment.
8. Maintain and ensure an accurate student therapy record system. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
9. Complete and submit in a timely fashion all medical forms and reports as required by statute, regulation, policy, or as requested.
10. Maintain a safe, working condition of all occupational therapy equipment.
11. Understand and communicate current developments in the occupational therapy field through reading of professional journals, participation in professional development, and involvement in professional organizations.
12. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
13. Maintain and improve professional competencies by participation in professional development and professional activities.
14. Maintain open communications with parents.
15. Attend faculty and team meetings.
16. Establish and maintain a professional working relationship with other staff.
17. Uphold and enforce school rules, administrative regulations and Board Policy.
18. Perform other duties within the scope of his/her employment as may be assigned.

Personnel Committee Review:

BOE Approval: 02/12/18