

MARLBORO TOWNSHIP BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: **SCHOOL OCCUPATIONAL THERAPIST**

QUALIFICATIONS:

1. Valid New Jersey School Occupational Therapist Endorsement.
2. Maintains a valid New Jersey Occupational Therapy License issued by the Occupational Therapy Advisory Council.
3. Experience working with students on the autistic spectrum preferred.
4. Ability to effectively communicate with staff and parents.
5. Ability to problem solve, to be flexible and to work in various schools and settings.
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Director of Special Services

JOB GOAL: To deliver occupational therapy to students, conduct occupational therapy evaluations, and to schedule and provide clinical oversight of contracted occupational therapists and certified occupational therapy assistants.

PERFORMANCE RESPONSIBILITIES:

1. Delivers occupational therapy to students. Evaluates and reports on student progress.
2. Conducts occupational therapy evaluations using appropriate tests, professional observations and other relevant information contained in a student's records.
3. Attends Individual Educational Plan (IEP)/Classification meetings as needed. Interprets occupational therapy assessment findings and makes recommendations regarding the school based need for occupational therapy and if needed, determines the frequency and duration of the service.
4. Coordinates and schedules the contracted occupational therapists and the certified occupational therapist assistants.

SCHOOL OCCUPATIONAL THERAPIST (Continued)

5. Provides clinical supervision of certified occupational therapy assistants as required by code.
6. Participates on the Intervention or Referral Services (IR&S) committees and Section 504 committees for students who may have occupational therapy-related issues.
7. Acts as a liaison between the parents/guardians and the contracted occupational therapists.
8. Assesses contracted therapists' follow through on the delivery of required services.
9. Maintains professional competence through in-service education and professional growth opportunities.
10. Performs such other duties as required by law or as may be assigned by the Director of Special Services.

TERMS OF

EMPLOYMENT: Work year and salary to be determined in accordance with the appropriate negotiated agreement.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED: June 20, 2006

REVISED: October 21, 2008

February 17, 2009