

**SECTION      TEACHING/EDUCATIONAL SERVICES PERSONNEL**

**AREA            EDUCATIONAL SERVICES PERSONNEL**

**TITLE:          School Occupational Therapist**

**QUALIFICATIONS:**

1.      New Jersey certification as a School Occupational Therapist.
2.      Such additional qualifications as the Board of Education may deem appropriate.

**REPORTING RESPONSIBILITY:**

The School Occupational Therapist is directly responsible to the Supervisor of Pupil Services and the building principal(s) and through them to the Director of Student Personnel Services.

**JOB GOAL:**

The School Occupational Therapist functions as a member of an interdisciplinary team whose purpose is to provide an appropriate educational program for pupils with educational disabilities. The School Occupational Therapist utilizes a medically based training to evaluate and apply purposeful, goal directed, developmentally sequenced activities to enhance the pupil's potential for learning.

**TERMS OF EMPLOYMENT:**

Contract consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION:**

Based on the performance of responsibilities identified in this position description and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Evaluation of Tenured Teaching Staff Members and 4119, Evaluation of Non-Tenured Teaching Staff Members.

**PERFORMANCE RESPONSIBILITIES:**

**A.      Responsibilities to the Student**

1.      Uses standardized tests, and customized measures and/or observation to evaluate the student in areas of cognitive-perceptual-motor skills, motor coordination, psychosocial development, self-care, muscle strength and range of motion, and postural reflexes.
2.      With parents/guardian's permission, may make home visits for the purpose of evaluating the child within his/her home environment and for training for home programming when indicated.
3.      Evaluates treatment effectiveness by observation, testing, and communication with family, staff, and other sources, and revises program if necessary.

4. Utilizes treatment procedures involving motor, sensory, manual, creative, and recreational or play activities.

**B. Responsibilities to the School**

1. Stresses follow-through of occupational therapy goals in the classroom setting and supports classroom goals in the therapy treatment program.
2. Provides training to the appropriate persons regarding effective methods to aid the mainstreamed pupil with an educational disability.
3. Plans, promotes, or assists as needed in specific school projects, such as screening programs, career days, etc.

**C. Responsibilities to the Department of Student Personnel Services**

1. Participates in child study team meetings, when appropriate.
2. Utilizes a team approach to planning and treatment with school personnel, families, physicians and agencies.
3. Maintains assessment and treatment records in accordance with law, policy and department regulations.
4. Attends outside clinic and agency meetings as appropriate.
5. Schedules pupils for evaluation and treatment.
6. Orders supplies and materials in accordance with department procedures.
7. Maintains current inventory of supplies and equipment in accordance with department procedures.

**D. Responsibilities to Parents/Guardians**

1. Maintains a close working relationship with parent/guardians for follow-through of occupational therapy treatment goals in the home.
2. Attends parent/guardian meetings.

**E. General Professional Responsibilities**

1. Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness and precision in both speaking and writing.
2. Participates in solving classroom and school problems and seeks resolutions through appropriate channels.
3. Cooperates in the total school program by:

- a. Sharing responsibility for care of materials, equipment and facilities;
  - b. Sharing responsibility for students' behavior throughout the building;
  - c. Working with colleagues to improve the effectiveness of the total school program;
  - d. Participating in school activities.
4. Cooperates in curriculum development and evaluation activities by participating in the planning and implementation of programs.
  5. Establishes and follows an individual program of professional renewal in such areas as:
    - a. How children learn;
    - b. Current approaches to discipline;
    - c. Alternative instructional strategies;
    - d. Updated curriculum materials;
    - e. Current theory and practice in his/her field.

**F. Other Duties and Responsibilities**

1. Performs other duties and responsibilities incidental to the office or as assigned by the Supervisor of Pupil Services and/or the building principal(s).