

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Occupational Therapist

II. PRIMARY FUNCTION

Provide evaluation services for children who require the specialized services of an occupational therapist. The therapist would be responsible for exploring the areas in each evaluation as cited in Major Duties and Responsibilities, below.

III. REPORTS TO

Assistant Superintendent for Pupil-Special Services and/or Supervisor of Pupil-Special Services

IV. QUALIFICATIONS

- Certification as an Occupational Therapist by the New Jersey State Department of Education
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- **POSTURAL BACKGROUND MOVEMENTS NECESSARY FOR GROSS AND FINE MOTOR CONTROL** – Balance and equilibrium reactions, postural reflex assessment, sitting and standing posture, ability to use each limb independently of the action of the other or in coordination with the others as the task demands, ability to cross the midline of the body
- **GROSS AND FINE MOTOR CONTROL** – Skills assessment, ability to adjust movements to spatial and/or temporal environmental demands, accuracy of reaching movements, appropriateness of grasp patterns, ability to manipulate objects and tools effectively
- **SENSORY-MOTOR FUNCTION** – Visual-motor control, tactile-motor responsiveness, ability to self-correct movements without external feedback
- **ENVIRONMENTAL CONSTRAINTS** – Conditions of the child's environment which enhance or hamper the child's functional abilities, possibilities for adapting the surroundings to facilitate and sustain the child's maximal performance capabilities

Consultation Services

Provide consultation services that address specific concerns of educators, administrators and child study team consultants relative to occupational therapy in the school setting. Consultation may include:

1. GENERAL CONSULTATION SERVICES

- (a) Provide recommendations for therapeutic intervention in the special needs population within the school setting
- (b) Advise on special equipment needs such as wheelchairs, adaptive devices and specialized desks, etc.

2. SPECIFIC CONSULTATION SERVICES

- (a) Provide teacher training in special skills necessary for adapting the environmental constraints and grading the task requirements to support the student's performance capabilities, utilization of adaptive equipment and assistive devices
- (b) Provide instruction and guidance for specially designed activity programs to be carried out by the teacher, classroom and/or other educational personnel
- (c) Serve as a liaison between educational and medical managers of the student, especially regarding the impact of neurological and/or orthopedic problems upon the long- and short-term expectations for improvement in performance

capabilities

Therapy Services

1. Provide therapy on an individual and/or group basis to students previously identified through evaluation and IEP or 504 team decisions as requiring direct intervention within the educational environment
2. Provide to the CST case managers the goals and objectives to be addressed during the school year

Reporting Responsibilities

1. Provide biannual quarterly progress reports for each student receiving therapy
2. Provide additional suggested goals and objectives as needed
3. Perform all other related duties and responsibilities as directed by the Assistant Superintendent for Pupil-Special Services or Supervisor of Pupil-Special Services

Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/E TEA Contract

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Job Description/Section V OCCUPATIONAL THERAPIST

APPROVED: November 22, 2010