

WATCHUNG BOROUGH PUBLIC SCHOOLS  
JOB DESCRIPTION

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**TITLE:** OCCUPATIONAL THERAPIST

**REPORTS TO:** Director of Special Services

**QUALIFICATIONS:**

1. Shall be a graduate of a recognized college or university and meet the requirements of certification established by the school laws and regulations of the State of New Jersey and Department of Education and hold a valid Occupational Therapy certificate.
2. Hold a current State license to practice Occupational Therapy in the State of New Jersey.

**JOB GOAL:** To provide occupational therapy services for students with disabilities as mandated by the New Jersey state regulations and code.

**PERFORMANCE RESPONSIBILITIES:**

- Instructs students to maximize their potential in areas of self-care, meal time skills, and manipulation skills.
- Evaluates and assesses the student; completes the report; and recommends and provides an appropriate treatment program.
- Designs and administers appropriate treatment activities that may include the use of assistive technology, adaptive equipment and classroom accommodations.
- Provides training to staff relevant to the generalization of occupational therapy practices and recommendations within the educational setting.
- Maintains written reports and records on interventions in accordance with department procedures.
- Participates in staffing, annual reviews, parent/teacher conferences and makes parent/teacher contacts as necessary.
- Communicates with case managers regarding the children's programming and progress.
- Contributes to progress reports and collects data for Individualized Education Plans.
- Schedules case load assigned.
- Maintains treatment area, equipment, and supply inventory.

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- Engages in public awareness activities and serves as a child advocate.
- Adheres to the rules of confidentiality and code of ethics as required of all school personnel.
- Establishes effective working relationships with co-workers and administrative staff; demonstrates and maintains positive interpersonal relations.
- Possesses thorough and current knowledge within his/her field and accepts responsibility for maintaining and improving personal professional competence.
- Assists in upholding and enforcing school rules, administrative regulations and Board of Education policies.
- Performs any additional duties within the scope of his/her employment and certification, as well as those that are assigned by the Superintendent of Schools and the Director of Special Services.

**TERMS OF EMPLOYMENT:** 10 months

**EVALUATION:** Performance of this position will be evaluated in accordance with Board of Education policy.

**APPROVED:** June 12, 2019