

PROFESSIONAL STAFF POSITION

TITLE: CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

QUALIFICATIONS:

1. Valid New Jersey School Occupational Therapist Assistant Certification licensure.
2. Minimum experience as determined by the board.
3. Broad knowledge of child growth and development.
4. Demonstrated ability to effectively work with students, parents, teachers, administration and child study team members.
5. Strong leadership and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Director of Special Programs

JOB GOAL: To deliver an array of services, which change as students develop. Programmatic consultation, teaming, collaboration, and/or direct service may be appropriate at different stages and transitions in the students' lives.

PERFORMANCE RESPONSIBILITIES:

1. Provides pupil services and special education and coordinates occupational therapy with other educational services under the direction of a district occupational therapist. Evaluates existing programs and makes recommendations for improvements.
2. Provides customized intervention programs to improve students' ability to perform daily Activities in collaboration with district occupational therapist:
 - a. Comprehensive school-based evaluations with adaptation recommendations.
 - b. Performance skills assessments and treatment.
 - c. Adaptive equipment recommendations and usage training.
 - d. Guidance to staff and family members/ caregivers.
3. Keeps informed of all legal requirements governing special education and ensures that all requirements under administrative code, state/federal law and board policy are met.

4. Recommends policies and programs essential to the needs of students needing occupational therapy.
5. Follows established procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Assumes responsibility for district compliance with regulations regarding occupational therapy and implementing therapy programs to meet IEP goals and objectives
7. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate
8. Interprets the objectives of the district's pupil services program to parents, students, staff and the community.
9. Cooperates with director of special programs and/or building principal to plan, coordinate and evaluate the pupil services program.
10. Participates in the development and implementation of in-service programs.
11. Assumes responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others.
12. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
13. Performs other related duties as may be assigned by the superintendent.
Additional duties within the scope of employment, professional licensure, and certification.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

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

