

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELOR
/MEDICAL PERSONNEL
3213 Occupational Therapist
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REVISED

JOB TITLE: OCCUPATIONAL THERAPIST
REPORTS TO: Principal and Coordinating Director of Special Services
SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of occupational therapy services, following established protocols and the student's Individual Education Plan (IEP). Assists in the identification and diagnosis of students who have a disease, disorder, impairment, activity limitation, or participation restriction which interferes with their ability to function independently in daily life roles. Provides a treatment plan to promote wellness, physical and mental development, with an emphasis on fine and gross motor development, visual and perceptual skills, reasoning and cognitive skills, and functional self-care skills.

QUALIFICATIONS:

The Occupational Therapist shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school occupational therapist endorsement (N.J.A.C. 6:11-11.15) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
2. Hold a certification by the National Board for Certification in Occupational Therapy (NBOTC).
3. Hold a current CPR certification and a current Basic First Aid certification.
4. Hold and maintain a valid driver's license with no serious violations.
5. Show evidence of successful occupational therapy experience and experience working with children and adolescents, preferably in a school setting.
6. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.

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7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations when occupational therapy services and teaching were performed.

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4. Official college transcripts, including an approved school of occupational therapy.
5. Employment interview.

EMPLOYMENT TERMS:

The Occupational Therapist shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Occupational Therapist shall:

1. Work in concert with the school administration, School Medical Examiner, and other medical personnel who are appointed by the Board, completing appropriate records and carrying out medical orders that may be issued.
2. Plan and conduct screening and initial evaluations of students by means of observation and professionally accepted assessments to determine the level of ability and disability relative to the need for occupational therapy. Inform parents and appropriate staff of the need for corrective care. Participate when requested on the Child Study Team and the Intervention and Referral Team (IRT) in the identification and placement of students in need of specialized services.
3. Plan and implement habilitative/rehabilitative programs of therapy following established occupational therapy protocols in accordance with the student's IEP that will develop improve, sustain, or restore skills in academic, daily living, school, and leisure activities.
4. Conduct individual and group therapy in the areas of fine and gross motor development, visual and sensory perception, reasoning, cognitive, and functional self-care skills.

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5. Recommend and train students in the use of assistive technology or orthotic devices, including the use of prosthetic devices.
6. Observe students in the school setting and advise the Child Study Team and instructional personnel when the need to make adjustments in the instructional program is needed.
7. Keep the professional staff, health care providers, and parents informed with treatment objectives and student progress. Provide instruction so that parents and others reinforce and assist with the treatment.
8. Maintain and ensure an accurate student therapy record system. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
9. Complete and submit in a timely fashion all medical forms and reports as required by statute, regulation, policy, or as requested.
10. Understand and follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.5).
11. Follow acceptable and established procedures for the disposal of medical waste.
12. Select, arrange for purchase, and store appropriate supplies and equipment necessary to operate a school occupational therapy program, following school and district procedures. Recommend a budget to support the program.
13. Maintain a safe, working condition all occupational therapy equipment.
14. Work with community health agencies and resource persons to provide a comprehensive and coordinated school occupational therapy program.
15. Visit student homes to assess family needs related to a child's functioning independently, upon request of the principal or supervisor. Consult with the Child Study Team, Attendance Officer, and other school personnel regarding the health of a child and the home situation, recognizing that the total family health and home status is important to the welfare of the child.
16. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

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17. Understand and communicate current developments in the occupational therapy field through reading of professional journals, participation in professional development, and involvement in professional organizations.
18. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
19. Recommend policies and procedures that promote a healthy school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.
20. Attend required staff meetings and serve, as appropriate, on staff committees.
21. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
22. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
23. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or supervisor and not otherwise prohibited by law or regulation.
24. Understand and abide by the American Occupational Therapy Association's Occupational Therapy *Code of Ethics* and the *Standards of Practice for Occupational Therapy*, and other AOTA documents relevant to the deliver of occupational therapy services.
25. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
26. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

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4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal and the Coordinating Director of Special Services shall evaluate the Occupational Therapist in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Michael E. Blase
Approved

5/29/08
Date