Tenafly PUBLIC SCHOOLS

OCCUPATIONAL THERAPIST

Qualifications:

- Valid New Jersey Occupational Therapist Endorsement
- Minimum experience as determined by the board
- Demonstrated knowledge in providing for the needs of special education students
- Ability to work effectively with students, staff, parents, outside agencies, and community groups
- Required criminal history check and proof of U.S. citizenship or resident alien status

Primary Function:

The Occupational Therapist is responsible for providing students with activities aimed at reducing physical and developmental conditions that impede their academic performance and/or their social functioning.

Direct Report:

Director of Special Education

Specific Duties and Responsibilities:

- Support the Board of Education's and administration's philosophy of education, special education, and instructional goals and objectives.
- To provide a variety of activities related to the goals stated in the pupil's IEP and aimed at improving the pupil's academic and motor performances.
- To provide assistance to staff and parents in adapting equipment and materials to accommodate pupil's handicap.
- To provide technical assistance to staff and to help accommodate the pupil's handicap in instruction and in other activities.
- To observe pupil in instructional setting, when appropriate and assigned.
- To provide opportunities for pupils to participate in a variety of activities to improve performance.
- To attend, as directed, staffing and conferences regarding current pupils and new admissions requiring occupational therapy.
- To participate, as directed, in activities aimed at professional growth.
- To attend meetings and other activities, as directed, by the Director of Special Services.
- To maintain, as directed, an inventory of equipment and materials used.
- To provide recommendations for materials and equipment required for the Occupational Therapy Program.
- Performs other related duties as assigned by the Director of Special Education.

Terms of Employment:

Teachers' Work Year, salary and other terms and conditions as assigned by the Board and negotiated by the TEA.

Evaluation:

Annual evaluation in accordance with state law and regulations and Tenafly Board of Education policy.

Board Approved:

11/13/12

Revised: