

job description

BOARD OF EDUCATION DENVILLE

Position: Occupational Therapist

Responsible to: Director of Special Services

- Qualifications:**
- 1. Appropriate Registered Occupational Therapist Certification from the State of New Jersey**
 - 2. A Passing Score on the National Certification Examination administered through the Certification Board of the American Occupational Therapy Association.**
 - 3. Demonstrated comprehensive knowledge in the field of Occupational Therapy**
 - 4. Strong interpersonal and communications skills**
 - 5. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.**

Job Goal: The Occupational Therapist shall be responsible for screening and evaluating students to determine eligibility for services, developing individual therapy plans, providing therapy directly to students, consulting with teachers regarding interventions and conducting in-service for staff and training for parents.

Performance Responsibilities:

- 1. Develops and implements procedures to screen children who are potentially eligible for occupational therapy services.**
- 2. Evaluates children for occupational therapy in accordance with professional standards.**
- 3. Designs individual therapy plans for children receiving services, coordinate recommendations with the teachers and other related service providers.**
- 4. Delivers direct services to children individually and in small groups in accordance with their Individualized Educational Program (IEP).**

5. **Maintains current list of eligible students and their programs.**
6. **Organizes the occupational therapy schedule for students in a manner, which minimizes fragmentation of services.**
7. **Develops strategies and techniques for integrating occupational therapy into the educational program.**
8. **Evaluates progress of students in relation to the occupational therapy goals and objectives.**
9. **Prepares evaluation reports and mid-year and end-of-year reports on all children receiving occupational therapy as per school report card schedule.**
10. **Communicates clearly and regularly with parents and teachers regarding the progress of individual students.**
11. **Works closely with the teachers and staff in developing intervention plans for general education students when appropriate.**
12. **Participates in parent conferences and IEP meetings regarding individual students receiving services.**
13. **Conducts in-service training for parents regarding the application of occupational therapy services to home programs.**
14. **Provides consultation services to staff regarding accommodations or modifications within the classroom.**
15. **Prepares monthly reports on work activities and direct services.**
16. **Assists the Director of Special Services in budgeting, planning, and ordering for the occupational therapy program.**
17. **Performs other duties as assigned by the Superintendent and Director of Special Services within the scope of the job description.**

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

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

Adopted: June 1, 2009