

OCCUPATIONAL THERAPIST

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| Reports To: | Director of Special Services |
| Qualifications: | Certified and Licensed as an Occupational Therapist by the New Jersey State Department of Education |
| General Description: | The Occupational Therapist is part of an interdisciplinary Child Study Team, which is responsible for evaluation, determination of special education eligibility, coordination and development of IEP's for students who are classified as well as delivery of related services and program monitoring/evaluation. |

Major Duties and Responsibilities:

1.0 PERFORMANCE RESPONSIBILITIES

- 1.1 Uses standardized tests, and customized measures and/or observation to evaluate the student in areas of cognitive-perceptual-motor skills, motor coordination, psychosocial development, self-care, muscle strength and range of motion, and postural reflexes.
- 1.2 With parents/guardian's permission, may make home visits for the purpose of evaluating the child within his/her home environment and for training for home programming when indicated.
- 1.3 Evaluates treatment effectiveness by observation, testing and communication with family, staff and other sources, and revises programs if necessary.
- 1.4 Utilizes treatment procedures involving motor, sensory, manual, creative and recreational or play activities.
- 1.5 Stresses follow-through of occupational therapy goals in the classroom settings and supports classroom goals in the therapy treatment program.
- 1.6 Provides training to the appropriate persons regarding effective methods to aid the mainstreamed pupil with an educational disability.
- 1.7 Plans, promotes or assists as needed in specific school projects, such as screening programs, career days, etc.
- 1.8 Participates in child study team meetings, when appropriate.
- 1.9 Utilizes a team approach to planning and treatment with school personnel, families, physicians and agencies.

- 1.10 Maintains assessment and treatment records in accordance with law, policy and department regulations.
- 1.11 Attends outside clinic and agency meetings as appropriate.
- 1.12 Schedules pupils for evaluation and treatment.
- 1.13 Maintains a close working relationship with parents/guardians for follow-through of occupational therapy treatment goals in the home.
- 1.14 Attends parent/guardian meetings.
- 1.15 Participates in solving classroom and school problems and seeks resolutions through appropriate channels.

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- 1.16 Cooperates in the total school program by:
 - a. Sharing responsibility for care of materials, equipment and facilities;
 - b. Sharing responsibility for students' behavior throughout the building;
 - c. Working with colleagues to improve the effectiveness of the total school program;
 - d. Participating in school activities.
- 1.17 Establishes and follows an individual program of professional renewal in such areas as:
 - a. How children learn;
 - b. Current approaches to discipline;
 - c. Alternative instructional strategies;
 - d. Updated curriculum materials;
 - e. Current theory and practice in his/her field.

2.0 Consultation Services

Provide consultation services that address specific concerns of educators, administrators And child study team consultants relative to occupational therapy in the school setting. Consultation may include:

Show Evidence of Careful Planning:

- 2.1 General Consultation Services:
 - a. Provide recommendations for therapeutic
 - b. Provide suggestions for elimination of architectural barriers in the school in the school
 - c. Advise on special equipment needs such as wheelchairs, adaptive devices and specialized desks, etc.

- 2.2 Specific Consultation Services:
- a. Provide teacher training in special skills necessary for adapting the environmental constraints and grading the task requirements to support the student's performance capabilities, utilization.
 - b. Provide instruction and guidance for specially designed activity programs to be carried out by the teacher, classroom and/or other educational personnel.
 - c. Provide instruction and guidance to parents in home management programs and in adaptation of the home environment to support the student's performance capabilities.
 - d. Serve as a liaison between educational and medical managers of the student, especially regarding the impact of neurological and/or orthopedic problems upon the long and short-term expectations for improvement in performance capabilities.

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3.0 Professional Development

- 3.1 Remain informed of recent trends, research and methods of therapy.
- 3.2 Assist the Director in developing in-service programs, with regard to special education.
- 3.3 Demonstrate a professional attitude and desire for continued professional growth by membership in appropriate organizations, professional reading and attendance at conferences, pursuit of graduate study or other commensurate activities.

4.0 Professional Relations

- 4.1 Seek to promote a positive environment in the school with students, staff, parents And the community at large through affirmative service oriented interactions.
- 4.2 Seek to provide a positive role model within the school setting, both personal and Professional in relations with students, parents, school visitors and community members.

5.0 Other Duties and Responsibilities

- 5.1 Performs other duties and responsibilities incidental to the office or as assigned By the Director of Special Services and/or the building principal(s).

Term of Employment: 10 months

Evaluation:

Adopted: April 28, 1997

