

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Special Services

TITLE: OCCUPATIONAL THERAPIST

QUALIFICATIONS:

1. Hold a New Jersey Educational Services Certificate with a Occupational Therapist Endorsement in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Minimum experience as determined by the board.
3. Broad knowledge of child growth and development, psychology of exceptional children and the principles of providing occupational therapy.
4. Evidence of successful occupational therapy experience and experience working with children and adolescents.
5. Hold a current CPR and Basic First Aid certifications.
6. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Strong interpersonal and communication skills.
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
9. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
10. Have excellent integrity and demonstrate good moral character and initiative. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual 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 person's 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 alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Director of Special Services

JOB GOAL:

Provide a full range of occupational therapy services, following established protocols and the students 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.

OCCUPATIONAL THERAPIST (continued)

PERFORMANCE RESPONSIBILITIES:

Delivery of Educational Services

1. Provides pupil services and special education; coordinates occupational therapy with other educational services. Evaluates existing programs and makes recommendations for improvements.
2. Provides customized intervention programs to improve students' ability to perform daily activities: Comprehensive home and job site evaluations with adaptation recommendations.
3. Performance skills assessments and treatment.
4. Adaptive equipment recommendations and usage training.
5. Guidance to family members and caregivers.
6. 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.
7. Recommends policies and programs essential to the needs of students needing occupational therapy.
8. Follows established procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
9. Assists with home instruction for homebound or hospitalized students.
10. Assumes responsibility for district compliance with regulations regarding occupational therapy.
11. Schedules physical examinations to be carried out by the school physician and nurse(s).

Contact with Parents and Community

12. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate
13. Interprets the objectives of the district's pupil services program to parents, students, staff and the community

Program Planning, Evaluation and Reporting

14. Cooperates with building principal to plan, coordinate and evaluate the pupil services program.
15. Participates in the development and implementation of inservice programs.
16. Assumes responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others

Other

17. Maintains personal professional competence and continuous improvement through inservice education and other professional growth activities.
18. Assists in the development and delivery of in service programs and parent seminars.
19. Keeps the staff and community informed of the schools' services.
20. Observes pupils in classrooms and other school settings.
21. Serves as a consultant to parents, school personnel and community groups on child development and mental health topics.
22. Cooperates with personnel of community health and social welfare agencies.
23. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
24. Performs other related duties as may be assigned by the superintendent or special services director.

OCCUPATIONAL THERAPIST (continued)

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.
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.

TERMS OF EMPLOYMENT: 10-month employee, salary and work year as set by the PEA Contract.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville BOE

Date:

Revised:

OCCUPATIONAL THERAPIST (continued)

HONIG V. DOE, 484 U.S. 305 (1988)

OBERTI V. BOARD OF EDUCATION OF CLEMENTON SCHOOL DISTRICT, 995 F.2D 1204,1216-17 (3D CIR. 1993)

NO CHILD LEFT BEHIND ACT OF 2001, P. L. 107-110, 20 U.S.C.A. 6301 ET SEQ.