

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: Occupational Therapist

QUALIFICATIONS: 1/ Must hold acceptable NJ certification as an Occupational Therapist; 2/ Must possess strong communication; managerial and leadership skills; 3/ Demonstrated knowledge of the laws and legal requirements surrounding the responsibilities; 4/ Demonstrated ability to function effectively in a diverse school community; 5/ Demonstrated aptitude or competence for assigned responsibilities; 6/ Ability to effectively help students develop, recover, or maintain daily living and work skills.; 7/ Ability to work as part of a highly functioning administrative team; 8/ Required criminal background check and proof of US citizenship or legal alien status; 9/ Ability to work on site during the hours required; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: Building Principal and Director of Pupil Services.

Job Goal: Teach students to receive and interpret information from each of the senses and then use that information in coordination with motor control to meet the demands of the environment. To support the district's instructional program by helping to ameliorate fine motor, coordinated gestures/movements for communication, attain the curriculum goals established by the Board of Education and within the resources provided by it.

PERFORMANCE RESPONSIBILITIES:

1. Identification and Assessment

- a. Assesses the occupational capabilities of students referred by school personnel.
- b. Assesses and diagnoses suspected fine motor, attention learning readiness, social/emotion learning readiness, self-care skills, pre-reading/pre-writing readiness and spatial orientation relationships for math and handwriting readiness in referred students.
- c. Evaluates students referred to the Child Study Team when requested by the Director of Special Services and participates in the deliberations of the Child Study Team for any student who is eligible for classification as required by federal and state law.
- d. Classifies students as "Eligible for Related Occupational Therapy" when appropriate, complying with the requirements of federal and state law.
- e. Collaborates with special services personnel, school personnel, parents and where appropriate, the student, in the preparation of Individualized Education Program (IEP) for students who are classified.
- f. Assists in developing and implementing an Individualized Education Program (IEP) in conjunction with parents and teachers for pupils who are eligible for related services - occupational therapy.

2. Instruction and Planning

- a. Plans, prepares and delivers treatment programs for students with occupational deficits.
- b. Maintains close liaison with Child Study Team in the implementation of intervention services.
- c. Provides individual and/or small group intervention sessions with students who have been classified and require occupational therapy as a related service.

- d. Employs a variety of instructional techniques and instructional media/technology, consistent with the physical limitations of the location provided, the resources made available, and the needs and capabilities of the individuals or student groups involved.
- e. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies related to occupational therapy services.
- f. Assesses on a regular basis the extent to which students achieve the objectives indicated in their Individualized Education Program (IEPs).
- g. Establishes and maintains an orderly and positive classroom environment.
- h. Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedures of the Holmdel Township Department of Special Services.
- i. Provides thorough and timely reports, data, information, etc. as requested by the Director of Special Services and administration.

3. Professional Development

- a. Keeps self updated on the identification, assessment and diagnostic techniques, therapeutic procedures, and statutory requirements of IDEA and N.J.A.C. 6:28.
- b. Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.
- c. Maintains proficiency in the use of English by communicating with reasonable clarity, conciseness, and precision in both speaking and writing;

4. School/Community Relations

- a. Informs parents of their child's need for corrective occupational therapy services as required by federal and state statutes and provides advice to these parents when appropriate.
- b. Serves as a resource and/or consultant to school personnel on topics related to occupational performance.
- c. Collaborates with other special services personnel in order to provide a team approach to the identification, diagnosis and assessment of students with occupational deficits.
- d. Interprets the occupational correction services to school personnel, parents, and the community.
- e. Attends meetings of the Child Study Team, Pupil Assistance Committee and other groups as assigned by the Director of Special Services. Assists in appropriate referrals of individuals to agencies and specialists in the community.
- f. Participates in solving classroom and school problems and seeks resolutions through appropriate channels;
- g. Establishes and maintains relationships with local community groups and individuals to develop, foster and solicit understanding and support for overall school objectives and programs,

5. Other Assigned Duties

Other duties as assigned or required by the demands of the position.

Terms: 10 month, salary and benefits as per the MEA agreement for certified staff.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Established: 6/93; Revised 2006