

OCCUPATIONAL THERAPIST

QUALIFICATIONS:

1. Valid New Jersey New Jersey education services certificate in accordance with the requirements of N.J.S.A. 18A:26-2 et seq. and 27-2 and N.J.A.C. Title 6 Chapter 11 with a school occupational therapist endorsement (N.J.A.C. 6:11-11.14) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
2. Hold a certification by the National Board of Certification in Occupational Therapy (NBOTC).
3. Hold a current CPR certification and a current Basic First Aid certification.
4. Hold and maintain a valid driver's license with no serious violations.
5. Show evidence of successful occupational therapy experience and experience working with children and adolescents, preferably in school setting.
6. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community and health and social service agencies.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word procession, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons' offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 41 U.S.C 12101 and in accordance with N.J.A.C. 6:29-2.3.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:29-2.3.

REPORTS TO: Principal and District Supervisor/Director of Special Education

JOB GOAL:

Provides a full range of occupational therapy services, following established protocols, and the students' Individual Education Plan (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.

PERFORMANCE RESPONSIBILITIES:

1. Work in concert with the school administration, school medical examiner, and other medical personnel who are appointed by the Board, completing appropriate records and carrying out medical orders that may be issued.
2. Plan and conduct screening and initial evaluations of students by means of observation and professionally accepted assessments to determine the level of ability and disability relative to the need for occupational therapy. Inform parents and appropriate staff of the need for corrective care. Participate when requested, on the Child Study Team and the 504/I&RS in the identification and placement of students in need of specialized services.
3. Plan and implement habilitative/rehabilitative programs of therapy following established occupational therapy protocols in accordance with the student/s IEP/504/I&RS plans that will develop improve, sustain, or restore skills in academic, daily living, school, and leisure activities.
4. Conduct individual and group therapy in the areas of fine and gross motor development, visual and sensory perception, reasoning, cognitive, and functional self-care skills
5. Recommend and train students in the use of assistive technology or orthotic devices, including the use of prosthetic devices.
6. Observe students in the school setting and advise the Child Study Team and instructional personnel when the need to make adjustments in the instructional program is needed.
7. Keep the professional staff, health care providers, and parents informed with treatment objectives and student progress. Provide instruction so that parents, school staff and others reinforce and assist with the treatment.

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8. Maintain and ensure an accurate student therapy record system. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
9. Complete and submit, in a timely fashion, all medical forms and reports as required by statute, regulation, policy, or as requested.
10. Understand and follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:20-2.5).
11. Follow acceptable and established procedures for the disposal of medical waste.
12. Select, arrange for purchase and store appropriate supplies and equipment necessary to operate a school occupational therapy program, following schools and district procedures. Recommend a budget to support the program.
13. Maintain in safe, working condition all occupational therapy equipment.
14. Work with community health agencies and resource persons to provide a comprehensive and coordinated school occupational therapy program.
15. Visit student homes to assess family needs related to a child's functioning independently, or upon request of the principal or district supervisor/director. Consult with the Child Study Team, Attendance Officer, teacher and other school personnel regarding the health of a child and the home situation, recognizing that the total family health and home status is important to the welfare of the child.
16. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances or steroids.
17. Understand and communicate current developments in the occupational therapy field through reading of professional journals, participating in professional development, and involvement in professional organizations.
18. Complete the required 100 hours of State-approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
19. Recommend policies and procedures that promote a health school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.
20. Attend required staff meetings and serve, as appropriate, on staff committees.

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21. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
22. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
23. Perform any duties that are within the scope of employment and certifications, as assigned by the principal or district supervisor/director and not otherwise prohibited by law or regulation.
24. Submit timely reports to CST. Mail reports to parents 10 days in advance of a meeting.
25. Understand and abide by the American Occupational Therapy Association's Occupational Therapy Code of Ethics and the Standards of Practice for Occupational Therapy, and other AOTA Documents relevant to the delivery of occupational therapy services.
26. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

The Principal and the Director of Special Education shall evaluate the Occupational Therapist in accordance with this job description and such other criteria as shall be established by the Board of Education.

Legal References:

N.J.S.A. 10:5 Law Against Discrimination
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils;
N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:25-2 Authority over pupils
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:27 Employment and contracts
N.J.S.A. 18A:28-3 No tenure for non-citizens

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N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:46 Classes and facilities for handicapped children
N.J.A.C. 6:3-3.2 Duty-free lunch period for teachers
N.J.A.C. 6:3-4.1 Supervision of instruction: observation and evaluation of non-
N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
N.J.A.C. 6:3-6 Pupil records
N.J.A.C. 6:3-9 Attendance and pupil accounting
N.J.A.C. 6:8 Thorough and efficient system of free public schools
N.J.A.C. 6:11-3.1 Certificate required
N.J.A.C. 6:11-3.9 Oath of allegiance required
N.J.A.C. 6:11-3.10 Citizenship requirement
N.J.A.C. 6:11-11.1 Requirements for educational services certification
N.J.A.C. 6:11-13.2 Amount duration and content of required continuing professional
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A-14 Special education
See particularly:
N.J.A.C. 6A:14-3 Services
N.J.A.C. 6A:14-3.9 Related services
N.J.A.C. 6A:14-6 Requirements for services in nonpublic schools
N.J.A.C. 6A:16 Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

20 U.S.C. 1400 et. seq., Individuals With Disabilities Education Act (IDEA),
reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Manual for the Evaluation of Local School Districts, Revised September 2002

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

20 U.S.C.A. 794 et seq. – Section 504 of the Rehabilitation Act of 1973

34 CFR 76.1 et seq. – General Administrative Regulation EDGAR

34 CFR 77.1 et seq. – General Administrative Regulation EDGAR

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402
(1985)

Honig v. Doe, 56 U.S.L.W. 4095 (U.S. January 20, 1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)