

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

TITLE: OCCUPATIONAL THERAPIST

QUALIFICATIONS:

1. Valid New Jersey Occupational Therapist Credentials
2. Minimum experience as determined by the board
3. Broad knowledge of child growth and development, psychology of exceptional children and the principles of counseling individuals
4. Demonstrated ability to effectively work with students, parents and community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent

SUPERVISES: Non-supervisory. Works with child study team members, guidance counselors, substance abuse coordinator, certified and noncertified special education and health services personnel.

JOB GOAL: To assist students who have difficulty in achieving a healthy and balanced lifestyle, to enable them to participate in their potential of daily occupations of life, and to enable all pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevent or interfere with student learning.

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.
 - a. Performance skills assessments and treatment.
 - b. Adaptive equipment recommendations and usage training.
 - c. Guidance to family members and caregivers.
3. 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.
4. Recommends policies and programs essential to the needs of students needing occupational therapy.
5. Follows established procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Assists with home instruction for homebound or hospitalized students.
7. Assumes responsibility for district compliance with regulations regarding occupational therapy.
8. Schedules physical examinations to be carried out by the school physician and nurse(s).

Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils'

special needs. Refers parents and child to agencies when appropriate

2. Interprets the objectives of the district's pupil services program to parents, students, staff and the community

Program Planning, Evaluation and Reporting

1. Cooperates with building principal to plan, coordinate and evaluate the pupil services program.
2. Participates in the development and implementation of in-service programs.
3. Assumes responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others

Other

1. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
2. Performs other related duties as may be assigned by the superintendent.

TERMS OF

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

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

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 10:5-1 et seq.	Law Against Discrimination
<u>N.J.S.A.</u> 18A:6-7.1 for	Criminal history records; employee in regular contact with pupils; grounds disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10 system	Dismissal and reduction in compensation of persons under tenure in public school
<u>N.J.S.A.</u> 18A:6-117 et seq. (TEACHNJ) Act	Teacher Effectiveness and Accountability for the Children of New Jersey
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>N.J.S.A.</u> 18A:46	Classes and facilities for handicapped children
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9	Instructional certificates

<u>N.J.A.C.</u> 6A:9-11.3	Special education
<u>N.J.A.C.</u> 6A:9-11.4	Bilingual education
<u>N.J.A.C.</u> 6A:9-11.5	English as a second language
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:9-16	Required professional development for school leaders
<u>N.J.A.C.</u> 6A:10	Educator Effectiveness

See particularly:

<u>N.J.A.C.</u> 6A:10-1.1-1.4	Collective bargaining agreements
<u>N.J.A.C.</u> 6A:10-2.1-2.5	Annual evaluation of teachers
<u>N.J.A.C.</u> 6A:10-3.1-3.2	School improvement panel
<u>N.J.A.C.</u> 6A:10-4.1-4.4	Student achievement
<u>N.J.A.C.</u> 6A:10-7.1&7.2	Teacher practice instrument
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:324.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-7	Student records

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

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

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

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)

Manual for the Evaluation of Local School Districts

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

Approved: August 25, 2020