



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

EXTENDED SCHOOL YEAR PROGRAM

OCCUPATIONAL THERAPIST

QUALIFICATIONS:

1. Holds valid New Jersey Occupational Therapist Certificate and Occupational Specialist Endorsement.
2. Demonstrates comprehensive knowledge in the field of occupational therapy.
3. Possesses the ability to effectively apply the principles of assessment, treatment and prevention of sensory motor disorders.
4. Has strong interpersonal and communication skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Special Services

JOB GOAL: To support the district's instructional program by providing individual or small group occupational therapy to children with educational disabilities during the Extended School Year Program in either an integrated or pull-out capacity.

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, prereading/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. Develops and implements an Individualized Education Program (IEP) in conjunction with parents and teachers for students 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 and classroom teachers 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 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 Board of Education Department of Special Services.
- i. Provides thorough and timely reports, data, information, etc. as requested by the Director of Special Services and administration.

3. 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 for students of the Extended School Year Program.
- c. If required, 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 and other groups as assigned by the Director of Special Services.
- f. Assists in appropriate referrals of individuals to agencies and specialists in the community.

4. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties as designated by the Director of Special Services.

TERMS OF EMPLOYMENT: Hourly basis as needed from July 1, 2009 through August 7, 2009. Salary established by the Holmdel Township Board of Education.

EVALUATION: Performance of this job will be informally evaluated in writing.

SOURCE: Regular Board Meeting

DATE: April 22, 2009