



# WALL TOWNSHIP PUBLIC SCHOOLS

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**Title: Occupational Therapist**

**Qualifications:**

1. Shall be a graduate of an accredited college or university and meet the requirements of certification established the State of New Jersey and Department of Education..
2. Holds a valid Occupational Therapist certification.

**Reports to:**

Director of Special Services

**Job Goal:** To provide occupational therapy services for students with disabilities as mandated by the New Jersey state regulations and code. The OT works collaboratively with members of the child study team, teachers, and paraprofessionals by providing consultation, training, and support.

**Performance Responsibilities:**

1. Conduct assessments to determine the need for school based occupational therapy for students in need.
2. Develop/assist with individual goal setting for students receiving occupational therapy.
3. Design and administer appropriate treatment activities that may include the use of assistive technology, adaptive equipment and classroom accommodations.
4. Assist in the support and training of special education staff by providing feedback, modeling, and coaching to ensure proper carry over of skills taught in the therapy room.
5. Effectively schedule case load.
6. Collect and maintain data taken during OT sessions.
7. Evaluate and assess the student; complete the report; and recommend and provide an appropriate treatment program.
8. Communicate with case managers regarding the children's programming and progress.
9. Contribute to sections of the IEP and attend IEP meetings as needed.
10. Contribute to progress reports and collect data for Individualized Education Plans.
11. Participate in staffing, annual reviews, parent/teacher conferences and make parent/teacher contacts as necessary.
12. Provide quality professional development activities to staff relevant to the generalization of occupational therapy practices and recommendations within the educational setting
13. Collaborate with families and provide workshop as appropriate, to assist them with techniques that can be used in the home.
14. Maintain treatment area, equipment, and supply inventory.



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15. Participate on I&RS as appropriate.
16. Possess thorough and current knowledge within his/her field and accepts responsibility for maintaining and improving personal professional competence.
17. Perform other duties as assigned by the Director of Special Services as they pertain to the scope of employment and certifications.

### **Terms of Employment:**

Ten-month position; Salary as per WTEA contract

### **Evaluation:**

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

**Approved:** October 18, 2022