



Job Description

West Windsor-Plainsboro Regional School District

Job Title: School Occupational Therapist
Department: Special Services
Report To: Director of Special Services
Salary Guide: WWPEA; 10-Month Contract
Prepared Date: 14 December 2021

Position Summary: Under the supervision of the Director of Special Services, the therapist will organize and administer the occupational therapy component of the education program for students with disabilities, as according to the student's IEP.

Qualifications: Possession of a Master's degree in the area of Occupational Therapy. Valid graduate of an occupational therapy program accredited by the American Occupational Therapy Association.

Certification as School Occupational Therapist or eligible for same by the New Jersey Department of Education. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination and other required paperwork.

Essential Duties: The Occupational Therapist has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority.

Evaluation and Treatment

- Respond to referrals for intervention addressing motor development, postural control, sensory-motor processing, and self-care skills within the context of the educational environment. Written reports detailing response to referrals will be provided as required by procedural guidelines.
- Determine the need for occupational therapy services and appropriate personnel for providing services; recommended type, duration, and frequency of intervention.
- Collaborate with the Child Study Team and parents to develop an IEP which addresses the student's needs.
- Design and implement individualized intervention programs according to the goals and objectives stated in the student's IEP.
- Provide recommendations for therapeutic intervention strategies within the educational environment.

Communication

- Confer with teachers, parents, Child Study Team members, and other personnel involved in the education of the student.
- Participate in the parent's continuing education program, providing written home programs/notes, demonstration of treatment techniques, parent conferences, as well as private therapy options, when appropriate.
- Supply Child Study Teams with a current status of the students annually.
- Attend end of the year meetings to help determine the student's appropriate educational placement and level of service for the following year as needed.

General

- Schedule students according to class times in cooperation with the school staff.
- Submit to the supervisor a list of needed equipment and will maintain an inventory of equipment used.
- Assume responsibility for documentation including monthly attendance, notes on activities, performance, etc.
- Participate in the staff in-service education programs and staff meetings as agreed upon.
- Adhere to departmental policies and procedures, including timely submission of schedules, logs, and timesheets.
- Perform such other duties as may be designated by the Director of Special Services.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, and Genesis Employee Portal.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. The duties of this job require the following physical activities: sitting, standing, reaching, walking, lifting, bending, kneeling, stooping, climbing, pushing, pulling, finger dexterity, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. The employee may need to lift and/or move a student. An average weight for a student is 75 pounds. Assistance can be provided, if necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

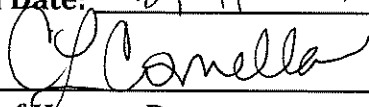
New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 12/14/2021

Certified by: 
Director of Human Resources