

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

OCCUPATIONAL THERAPIST

JOB TITLE: Occupational Therapist

REPORTS TO: Special Services Department

SUPERVISES: N/A

QUALIFICATIONS:

The Occupational Therapist shall:

1. Bachelor's or Master's degree in Occupational Therapy from an accredited college or university.
2. Appropriate New Jersey Occupational Therapist certification or certificate of eligibility.
3. Current and valid Occupational Therapist License issued by the New Jersey Occupational Therapy Council.

PERFORMANCE RESPONSIBILITIES:

1. Provide pre-referral consultation by reviewing initial referral information and requests, observing the student in the classroom, reviewing the student's clinical history, and identifying the need for and/or requesting supplementary information through appropriate channels.
2. Participate in the process of determining whether an evaluation is warranted. If warranted, determine the nature and scope of the evaluation consistent with NJAC, 6A:14-3.4 (a).
3. Participate in the evaluation of students who may need special education programs and related services consistent with NJAC, 6A:14-3.3.
4. Participating in the development of an individual education program for students eligible for special education programs and related services consistent with NJAC, 6A:14-3.7.
5. Establish and maintain a professional working relationship with other staff by accepting them as persons and as professionals, showing respect for individual expertise, fostering an openness in communication, demonstrating an understanding of different roles, and developing and maintaining trust with regard to confidentiality of information relevant to the educational planning, placement and management of students with special needs.
6. Complete and submit in a timely fashion student record information as requested for local, state, and federal reports.
7. Familiarity with student information systems (SIS), IEP systems, and/or Medicaid reimbursement systems.

TERM OF EMPLOYMENT: Ten (10) month position.

BARGAINING UNIT: TEA

SALARY: As per TEA agreement

OCCUPATIONAL THERAPIST

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

OCCUPATIONAL THERAPIST

STATUS: Hourly ____ Salaried X
Exempt X Non-Exempt ____

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of instructional personnel.

BOARD APPROVAL DATE: March 25, 2024

OCCUPATIONAL THERAPIST