



UPPER SADDLE RIVER SCHOOLS  
Upper Saddle River, NJ 07458

## JOB DESCRIPTION

- I Title:** School Occupational Therapist
- II Qualifications:**
- A. Valid New Jersey Educational Services Certificate and School Occupational Therapist Endorsement
  - B. Demonstrated comprehensive knowledge in the field of Occupational Therapy
  - C. Ability to effectively apply the principles of assessment, treatment and remediation of fine motor deficits
  - D. Strong interpersonal and communication skills
  - E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- III Primary Function:** To help reduce or eliminate fine motor impediments that interfere with the students' ability to derive full benefit from the district's educational program.
- IV Reports to:** Supervisor of Special Education
- V Major Duties and Responsibilities:**
- A. Makes assessments, analyses, and classifications of students' fine motor competencies and characteristics.
  - B. Plans, prepares, and delivers treatment programs for children with fine motor deficiencies.
  - C. Provides diagnostic evaluations of pupils referred to the child study team for fine motor skills and participates in team conferences related to those pupils.
  - D. Develops and implements an individualized educational program (IEP) in conjunction with parents and teachers for pupils who are eligible for Occupational therapy and identifies pupils in need of related services.
  - E. Provides individual and small group intervention sessions with students who have been classified.
  - F. Maintains close liaison with the child study team.
  - G. Keeps those records necessary for each child and completes all required local, state, and federal reports.
  - H. Participates in the development and improvement of opportunities for disabled/exceptional students by providing individual or group inservice experiences for staff and parents.

SCHOOL OCCUPATIONAL THERAPIST

- I. Conducts ongoing evaluation of all children in the program to determine appropriateness of their program.
  - J. Acts as educational consultant to classroom teachers, guidance counselors and administrators as required.
  - K. Assists in proper referrals of individuals to agencies and specialists in the community.
  - L. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
  - M. Maintains professional competence through inservice education and other professional growth activities.
  - N. Assumes other related duties as assigned by the superintendent of schools or the student personnel director.
- VI **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.
- VII **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.