

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Occupational Therapist

**REPORTS TO:** Director of Special Services and Building Principal

**QUALIFICATIONS:** 1. N.J. Occupational Therapist License  
2. N.J. School Certification

**JOB GOAL:** Work collaboratively with all stakeholders in order to deliver occupational therapy services in accordance with The American Occupational Therapy Association standards and state and federal requirement relevant to practice and service delivery.

### **PERFORMANCE RESPONSIBILITIES:**

1. Responds to referral in compliance with N.J.A.C. Title 6A: Chapter 14
2. Evaluates a students' ability to participate in daily life activities by considering its impact on their education
3. Initiates screenings, evaluations, and reevaluations as per N.J.A.C. Title 6A: Chapter 14
4. Documents the occupational therapy provided and monitors progress toward goals
5. Selects and administers appropriate assessments in order to assist in determining a student's need for skilled occupational therapy services and/or modifications and adaptations in their educational program.
6. Documents progress in accordance with the student's IEP, notes changes in student's performance and communicates recommendations for discontinuation of services to the IEP team when the student has achieved identified goals.
7. Provides information to all concerned stakeholders regarding student therapy needs in writing by providing training and/or during meetings in order to explain how they affect the student's educational program
8. Maintain an educational focus for occupational therapy services
9. Adheres to all time limitations for evaluations
10. Participates in IEP meetings when appropriate
11. Provides services whenever possible in the least restrictive environment
12. Trains staff to assist in the development of occupational therapy skills as they relate to the student's educational
13. Provides therapy as per IEP requirements
14. Practices in accordance with the NJ State Occupational Therapy License requirements.
15. Any other duties deemed necessary

Date Approved: 5/12/09

JD/Special Services