# JOB DESCRIPTION

**JOB TITLE:** **OCCUPATIONAL THERAPIST**

**GENERAL DESCRIPTION:**

Under the direction of the Special Services Director, assists with the work involved in the programs and activities of the occupational therapy program of the district; assists in the planning and execution of occupational therapy activities for specified students and/or groups of students.

**QUALIFICATIONS:** **NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.**

- NJ Certified School Occupational Therapist
- Must be able to evaluate developmental and functional abilities of students
- Knowledge of the principles, standards, practices, and techniques of occupational therapy

**REPORTS TO:** Building Principal and Assistant Superintendent of Special Education and Student Services

**PERFORMANCE RESPONSIBILITIES:** **NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:**

1. Consults with Special Services Director and/or other educational professionals/child study team members to select activity programs consistent with students' needs and capabilities; coordinates occupational therapy with other therapeutic activities.
2. May assign, instruct, and supervise the work of Certified Occupational Therapy Assistant(s).
3. Reviews students' records and the recommendations of medical staff; prepares and conducts specific occupational therapy programs for individual students.
4. As required, may attend and participate in medical and occupational therapy meetings and conferences.
5. Prepares and maintains records of individual students and other records, including equipment inventories, attendance records, articles completed, and student progress, and statistical reports.
6. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the district.
7. May be required to engage in lifting student-clients when working in a setting which provides direct services to students who are non-ambulant, or who are semi-ambulant and/or have severe physical handicaps.
8. Does other related duties as assigned.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Support Services Association and/or past practices of the district.

**TERMS AND CONDITIONS OF EMPLOYMENT:**

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Support Services Association.

**APPROVED BY:**

**DATE:**