

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate as Occupational Therapist Endorsement
2. Minimum experience as determined by the board
3. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, and related services
4. Strong interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Director of Student Services

JOB GOAL: The certified occupational therapist assistant is responsible for provision of related treatment services..

PERFORMANCE RESPONSIBILITIES:

1. Provide annual summary – Present Level of Academic Achievement and Functional Performance (PLAAFP) – and attend annual IEP meetings
2. Report quarterly student progress reports on current occupational therapy goals
3. Provide professional educational programming for parents and staff.
4. The provision of direct, indirect and/or consultative services to a student affected by physical, psycho-social, cognitive, congenital and/or developmental disorders to improve and/or prevent loss of physical or mental functioning and to promote wellness.
5. The administration of standardized and/or non-standardized assessments and/or the observation of a student and the environment to assist in the identification of functional abilities or deficits. Areas which may be assessed shall include the performance of activities of daily living, including recreation, leisure or work related skills which are affected by sensory, motor, perceptual, cognitive and/or psycho-social abilities.
6. The development and utilization of, and education and training in, purposeful, task-oriented activities for the student to improve, restore and/or maintain optimal performance of life skills, roles and functions including work, recreation, leisure skills and the activities of daily living.

7. The design, fabrication, application and/or selection of adaptive equipment.
8. Performs other related duties as may be assigned by the superintendent or immediate supervisor.

TERMS OF
EMPLOYMENT:

Work year and salary to be determined by the board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education

DATE: 2/23/12

Legal References:

N.J.S.A. 10:5

N.J.S.A. 18A:6-7.1

N.J.S.A. 18A:6-10

N.J.S.A. 18A:16-1

N.J.S.A. 18A:16-2

N.J.S.A. 18A:26-1

N.J.S.A. 18A:26-1.1

N.J.S.A. 18A:26-2

N.J.S.A. 18A:27

N.J.S.A. 18A:28-3

N.J.S.A. 18A:28-5

N.J.S.A. 18A:28-8

N.J.S.A. 18A:40A

N.J.S.A. 18A:46

See particularly:

N.J.S.A. 18A:46-5.1

N.J.S.A. 18A:46-11

N.J.A.C. 6A:7

N.J.A.C. 6A:9

See particularly:

N.J.A.C. 6A:9-3.3

N.J.A.C. 6A:9-5

N.J.A.C. 6A:9-9

N.J.A.C. 6A:9-13.9

N.J.A.C. 6A:9-15

N.J.A.C. 6A:14

N.J.A.C. 6A:16

N.J.A.C. 6A:32-4

N.J.A.C. 6A:32-4.4

N.J.A.C. 6A:32-4.5

N.J.A.C. 6A:32-5.1

N.J.A.C. 6A:32-6

N.J.A.C. 6A:32-7

N.J.A.C. 6A:32-8

Law Against Discrimination

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

Tenure Employees Hearing Law

Officers and employees in general

Physical examinations; requirement

Citizenship of teachers, etc.

Residence requirements prohibited

Certificates required; exception

Employment and contracts

No tenure for noncitizens

Tenure of teaching staff members

Notice of intention to resign required

Substance abuse

Classes and facilities for handicapped children

Basic child study team services; provision by boards of education and state operated programs

Psychological and other examinations

Managing for equality and equity in education

Professional licensure and standards

Professional standards for teachers

General certification policies

Requirements for educational services certificate

School psychologist

Required professional development for teachers

Special Education

Programs to support student development

Employment of teaching staff

Evaluation of tenured teaching staff members

Evaluation of nontenured teaching staff members

Standards for determining seniority

School employee physical examinations

Student records

Attendance and pupil accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aquilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)