

***CLIFFSIDE PARK PUBLIC SCHOOLS
NOTICE OF VACANCY***

TO: All Staff

POSITION: Occupational Therapist

SALARY: to be negotiated

QUALIFICATIONS: NJ Occupational License
(see attached job description)

EMPLOYMENT: 2024-2025 School Year

APPLY TO: Sharlene Pinto
Director of Special Services
Email: spinto@cliffsidepark.edu

APPLICATION DUE: Until position is filled

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

TITLE: OCCUPATIONAL THERAPIST

QUALIFICATIONS: New Jersey Occupational Therapist Certificate

REPORTS TO: Director of Special Services & Principal

TERM: 10 Months

POSITION SUMMARY:

To serve under the Department of Special Services to support the development of students' physical, perceptual, self-help, and daily living skills in order to ensure student access to all appropriate instructional and co-curricular activities.

JOB RESPONSIBILITIES:

1. Participates in Child Study Team meetings when students with occupational therapy issues are referred to the team.
2. Conducts occupational therapy evaluations in a manner consistent with the administrative code.
3. Designs and implements an individualized therapy program for students eligible for this related service.
4. Provides group or individual therapy sessions.
5. Consults with and supports staff in their efforts to promote occupational therapy skill development in the classroom.
6. Completes Individualized Education Programs (IEP) for students identified as eligible special education and occupational therapy as a related service.
7. Monitors student progress as it relates to mastery of IEP occupational therapy goals.
8. Serves as a liaison to other school personnel to organize, schedule, and improve occupational therapy program services district wide.
9. Maintains confidential records on all referred students as hard copies and electronic documents.
10. Serves as a consultant to the Child Study Team for students referred for evaluation.
11. Maintains service provider log.
12. Maintains inventory and supply of equipment and materials.
13. Provides thorough and timely reports, data, and other related information to the Case Managers, Special Education Supervisors, and the Director of Special Services.
14. Performs other duties and responsibilities as needed and assigned by the Director of Special Services.

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