

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

TITLE:	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT
QUALIFICATIONS:	<ol style="list-style-type: none">1. Valid New Jersey Educational Services Certificate as Occupational Therapist Endorsement2. Minimum experience as determined by the board3. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, and related services4. Strong interpersonal and communication skills5. 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:	<ol style="list-style-type: none">1. Provide annual summary – Present Level of Academic Achievement and Functional Performance (PLAAFP) – and attend annual IEP meetings2. Report quarterly student progress reports on current occupational therapy goals3. 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)