



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Behavioral Therapist	
REPORTS TO:	Principal and Director of Special Services	
DATE APPROVED:	Readopted – August, 2019	BY: Board of Education

NATURE AND SCOPE OF JOB:

Provides a full range of occupational therapy services, following established protocols and the student's Individual Education Plan (IEP) and the Intervention and Referral Team (IRT). Assists in the identification and diagnosis of students who have a disease, disorder, impairment, activity limitation, or participation restriction which interferes with their ability to function independently in daily life roles. Provides a treatment plan to promote wellness, physical and mental development, visual and perceptual skills, reasoning and cognitive skills.

QUALIFICATIONS:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school psychologist endorsement (N.J.A.C. 6:11-11.12) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C.6:11-10.1 et seq.
2. Hold a certification by the National Association of Cognitive Behavioral Therapists (NACBT) preferred.
3. Show evidence of successful behavioral therapy experience and experience working with children and adolescents, preferably in a school setting.
4. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
5. Have integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Ten (10) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Works in concert with the school administration, School Medical Examiner, and other medical personnel who are appointed by the Board, completing appropriate records and carrying out medical orders that may be issued.
2. Plans, conducts screening and initial evaluations of students by means of observation and

professionally accepted assessments to determine the level of ability and disability relative to the need for occupational therapy. Inform parents and appropriate staff of the need for corrective care. Participates when requested on the Child Study Team and the Intervention and Referral Services (IRS) in the identification and placement of students in need of specialized services.

3. Plans and implements habilitative/rehabilitative programs of therapy following established behavioral therapy protocols in accordance with the student's IEP that will develop, improve, sustain, or restore skills in academic, daily living, school, and leisure activities.
4. Conducts individual and group therapy in the areas of fine and gross motor development, visual and sensory perception, reasoning, cognitive, and functional self-care skills.
5. Uses both socratic and inductive methods to understand and assist pupils.
6. Observes students in the school setting and advise the Child Study Team and instructional personnel when the need to make adjustments in the instructional program is needed.
7. Keeps the professional staff, health care providers, and parents informed with treatment objectives and student progress. Provides instruction so that parents and others reinforce and assist with the treatment.
8. Maintains and ensures an accurate student therapy record system. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information with legal confines.
9. Completes and submits in a timely fashion all medical forms and reports as required by statute, regulation, policy, or as requested.
10. Understands and follows established procedures for sanitation and hygiene in the handling of body fluids. (N.J.A.C. 6:29-2.5).
11. Follows acceptable and established procedures for the disposal of medical waste.
12. Selects, arrange for purchase, and stores appropriate supplies and equipment necessary to operate a school behavioral therapy program, following school and district procedures. Recommends a budget to support the program.
13. Maintains a safe, working condition for all behavioral therapy equipment.
14. Works with community health agencies and resource persons to provide a comprehensive and coordinated school behavioral therapy program.
15. Visits student homes to assess family needs related to a child's functioning independently, or upon request of the principal or supervisor. Consult with the Child Study Team, and other school personnel regarding the health and home situation, recognizing that the total family health and home status is important to the welfare of the child.
16. Notifies immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
17. Understands and communicates current developments in the occupational therapy field through reading of professional journals, participation in professional development, and involvement in professional organizations.
18. Completes the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Development Plan (N.J.A.C. 6:11-13).
19. Recommends policies and procedures that promote a health school environment and a clean, safe facility. Identifies and communicate to the principal any unsafe practices or conditions.
20. Attends required staff meetings and serve as appropriate on staff committees.
21. Maintains in safe working condition and operates electronic and other equipment needed to carry out job functions and responsibilities.
22. Displays ethical and professional behavior and standards when working with students, parents,

<p>school personnel, and other agencies associated with the school.</p> <p>23. Performs any duties that are within the scope of employment and certifications, as assigned by the Principal or supervisor and not otherwise prohibited by law or regulation.</p> <p>24. Understands and abide by the American National Association of Cognitive Behavioral Therapists <i>Code of Ethics</i> and the <i>Standards of Practice for Behavioral Therapy</i>, and other AOTA documents relevant to the delivery of behavioral therapy services.</p> <p>25. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information with legal confines.</p> <p>26. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.</p> <p>27. All other duties as assigned by Superintendent.</p>
<p>PHYSICAL DEMANDS:</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.</p> <p>Unless reasonable accommodations can be made while performing this job, the staff member shall:</p> <ol style="list-style-type: none"> 1. Sitting, standing and walking for required periods of time. 2. Speaking, listening and visual acuity. 3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus. 4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication. 5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job. 6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.
<p>ENVIRONMENTAL DEMANDS:</p> <p>The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.</p> <ol style="list-style-type: none"> 1. Exposure to a variety of childhood and adult diseases and illnesses. 2. Occasional exposure to a variety of weather conditions. 3. Exposure to heated/air conditioned and ventilated facilities. 4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. 5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
<p>EVALUATION:</p> <p>Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.</p>