



REVISED: Submitted:
01/24/2024 01/23/2024

JOB TITLE:	LIAISON OCCUPATIONAL AND PHYSICAL THERAPY
DIVISION	EXECPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	205
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8856
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES

Provides technical and direct assistance to Occupational/Physical Therapy staff; assists with caseload management; assists with equipment ordering and inventory protocols; assists in providing in-services to therapy staff; and serve as a liaison to teachers, parents, and administrative staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists therapists with caseload management

Assists with planning and implementing in-service for therapy staff

Assists with identifying, ordering, and implementing the inventory process of adaptive equipment, tests, and alternative materials

Assists with on-boarding and training of new staff

Consults with parents, ECE teachers, occupational/physical therapists, general program teachers, counselors, principals, psychologists, and individual students concerning assessment and intervention strategies for students who require the skilled services of an occupational or physical therapist

Provides caseload coverage (as appropriate)

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, and reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Physical or Occupational Therapy

Graduate of a nationally accredited program in occupational or physical therapy

Licensed to practice as an occupational therapist or physical therapist the state of Kentucky

Three (3) years of experience as a school-based occupational or physical therapist

Effective communication skills

Demonstrate ability to work cooperatively in a team situation

DESIRABLE QUALIFICATIONS

Experience in leadership roles in the field of occupational or physical therapy

Experience in a diverse workplace