



REVISED: 01/24/2024  
 Submitted: 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