



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	SPECIALIST PHYSICAL THERAPY/OCCUPATIONAL THERAPY SERVICES
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8488
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school-center staff to ensure consistent and equitable physical therapy and occupational therapy services. Supervises and coordinates the physical and occupational therapy staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, disseminates, evaluates programs for physical therapy and occupational therapy in conjunction with procedures for assessment

Reviews physical/occupational therapy reports (agency) for compliance

Coordinates responsibilities of physical and occupational therapy staff

Monitors and consults, relating to the quantity and quality of physical therapy and occupational therapy services provided by the District and develops, coordinates, plans to improve upon those services including the recruiting of staff in conjunction with systemwide service staff

Coordinates the physical therapy and occupational therapy referral and record system to maintain consistency with state law and District uniformity

Provides inservice training for physical therapy, occupational therapy staffs and other school District personnel.

Reviews therapy goals and plans established for each pupil and offers appropriate suggestions as needed in conjunction with physical therapy and occupational therapy staffs

Serves as the primary communication link among the physical therapy and occupational therapy staffs as the spokesperson for the PT/OT program in meetings with school and community personnel

Researches, evaluates and interprets data and other information pertaining to the PT/OT program and its effectiveness and submits periodic reports as requested

Prepares the PT/OT budget, including the ordering and maintenance of equipment and supplies

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 at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull medium weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

Graduate of an accredited program in physical therapy or occupational therapy

Licensed as a physical therapist or occupational therapist in Kentucky

Two (2) years or more experience in pediatric physical therapy or occupational therapy

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Administrative experience in physical therapy or occupational therapy

Knowledge of federal and state laws and regulations relating to special education

Experience in a diverse workplace
