



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Special Education Occupational/Physical Therapist

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education in occupational or physical therapy
2. Two years of experience preferred
3. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

N/A

REPORTS TO

Director of Special Education, Gifted and Testing Services

JOB GOAL

To develop, implement and coordinate an occupational/physical therapy program; provide screening, evaluation and intervention services; support students with needs in the areas of sensory motor, fine motor, perceptual motor, and functional life skills

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Evaluate students using appropriate tests, skilled professional observation and supplementary information from other agencies and records
2. Interpret assessment findings and appropriately convey information to parents and school teams
3. Participate with the school team to develop Individualized Education Programs and Section 504 Plans
4. Develop physical management plan for daily classroom routines and train staff in its safe implementation
5. Plan for transition from school to community, preparing student to function independent from therapy service when targeted outcomes are achieved.
6. Evaluate and report on student progress.
7. Communicate and consult with school staff, parents, administrators, physicians, community and other professionals
8. Serve as a resource to parents, school team, staff and administration on disabling conditions and their effects on education
9. Collaborate with community based therapists and other healthcare providers for effective coordination of service
10. Assess need and recommend assistive technology necessary for function at school
11. Contribute to planning safe transportation of students with disabilities
12. Provide consultation regarding emergency evacuation of students with disabilities
13. Participate with improving school accessibility and planning environmental modification
14. Maintain student service, administrative and other departmental records in accordance with local, state, and federal regulations and/or policies
15. Document need and advocate for personnel and equipment

16. Provide clinical educational opportunities for students of physical therapy.
17. Perform other duties as assigned

COMMUNICATION

1. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
2. Write, speak, and present in a clear, concise, and well planned manner

PROFESSIONAL DEVELOPMENT

1. Participate in professional growth in order to maintain licensure and support school improvement efforts
2. Reflect on practices and devise methods of program improvement

POLICIES AND PROCEDURES

1. Adhere to policies and procedures established by district, state and federal guidelines
2. Adhere to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing occupational/physical therapy
3. Submit required reports efficiently, promptly, and accurately

TERMS OF EMPLOYMENT

In accordance with the recommendation of the Director of Special Education, Gifted and Testing Services as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.