

JOB DESCRIPTION

TITLE: School Physical Therapist

QUALIFICATIONS:

1. Shall be at least the minimum requirements as stated in *Bulletin 746 revised – Louisiana Standards for State Certification of School Personnel*
2. Degree in physical therapy from an accredited program.
3. Licensed to practice physical therapy in Louisiana
4. If less than two years' experience in pediatrics and/or school setting, receive mentorship whenever available
5. Louisiana Medicaid provider number/eligibility
6. Physical and mental stamina and ability to perform job functions, responsibilities, tasks, and duties
7. Additional criteria as the Superintendent and/or School Board may establish

REPORTS TO: Supervisor of Special Education

SUPERVISES: Coordinates with other personnel as assigned by the Special Education Supervisor

PERSONNEL EVALUATION RESPONSIBILITY: None

JOB GOAL:

1. To provide on-site educational assessment services to children enrolled in the program
2. Improves, develops, restores or maintains a child's sensory motor function in educational environments
3. To provide recommendations for intervention services as a result of the educational assessment Program
4. To provide educational assessment information for Individual Evaluations.
5. Functions as "related service personnel" under state and federal law and regulations
6. To establish and properly maintain local, state and federal programs as designated
7. To assist the site Principal and/or his/her designee, Supervisor(s) and/or Superintendent in delegated areas of responsibility and to perform all duties assigned

TERMS OF EMPLOYMENT: Contract – (9 months)

SALARY RANGE: Established by the School Board

EVALUATION: Performance of this job will be evaluated annually by the Special Education Supervisor in accordance with the provisions of the School Board's policy on evaluation of personnel. The School Physical Therapist will participate in the personnel accountability program of the local system.

PERFORMANCE RESPONSIBILITIES:

1. Functions of the School Physical Therapist
 - a. conduct appropriate evaluation of students referred for related services under IDEA and prepare written reports of the evaluations and findings
 - b. participate in meetings as member of the multi-disciplinary team
 - c. participate in development of IEP or 504 plans for eligible students

- d. provide direct and indirect physical therapy in educational settings/least restrictive environments to children
- e. collaborate with other school personnel regarding physical therapy and the students' needs
- f. delegate activities to teachers, parents and paraprofessionals
- g. train/instruct teachers, parents and paraprofessionals in delegated techniques and equipment use
- h. travel to and among schools to provide services
- i. maintain records of service provided
- j. lift, transfer and position children and equipment as necessary
- k. Provide on-site assessment of educational performance in the student's school environment for children enrolled in the educational assessment program.
- l. Provide on-site consultation for teachers who develop intervention strategies for children remaining in regular classroom settings as a result of the program.
- m. Recommend further evaluation services as needed for children as a result of the program.
- n. Provide educational assessment for Individual Evaluations.
- o. Provide in-service training in order to effectively implement the educational assessment program.
- p. Provide in-service training for teachers as needed to facilitate successful implementation of intervention strategies.
- q. Function as Evaluation Coordinator on some Individual Evaluations.
- r. Facilitate school-based assessment practices and procedures as established by the appropriate authority.

2. Critical Responsibilities of the School Physical Therapist:

a. Policies, Procedures and Philosophy

Adheres to school and system policies, procedures, and philosophy as evidenced by the following:

- 1. Implementation of established curriculum.
- 2. Fiscal accountability including record keeping and reporting
- 3. Performing all assignments, tasks and/or additional responsibilities/duties as the site Principal, Supervisors, School Board, Superintendent and/or his/her designee may assign.
- 4. Possess effective technological knowledge, computer and secretarial skills necessary to
- 5. complete job requirements in a timely manner
- 6. Accept and support school/district administration decisions and/or directives
- 7. Participation in the personnel accountability program of the local system
- 8. The School Physical Therapist is expected to remediate deficiencies identified in the evaluation process as set in Bulletin 130 and the Jackson Parish Program of Professional Evaluation established by ACT 54

b. Experience and Skills

Must have skills and knowledge in the following areas:

- 1. identification of physical impairments/delays
- 2. treatment planning specific to pediatrics
- 3. intervention -including but not limited to:
 - a. facilitation of developmental motor skills

- b. postural awareness, ambulation and gait training
 - c. sensorimotor processing
 - d. cardiovascular function
 - e. wheelchair mobility
 - f. adaptation or modification of equipment
 - g. recommendation and monitoring of orthoses and other assistive devices
 - h. prevention of initial or additional deformity or disability via early intervention and transportation needs of students
- c. Teacher-Parent Relations
- 1. Fosters positive relationships with parents as evidenced by reporting pupil progress, academic problems, and behavior problems.
 - 2. Is encouraged/expected to exert every effort to involve parents in a constructive manner in the school program.
- d. Personal Qualities/Characteristics
- 1. The School Physical Therapist I's appearance and demeanor reveal a positive attitude and set appropriate models for colleagues and the community as evidenced by the following:
 - 2. Maintain a professional appearance - (as specified by the Faculty Handbook and/or LEA).
 - 3. Ability to work tactfully and harmoniously with staff, schools, students, agencies, parent/guardians, colleagues, and/or the public.
 - 4. Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.
 - 5. Accept and support school/district administration decisions and/or directives
 - 6. Demonstrate a good work ethic and professionalism.
 - 7. Be an appropriate role model.
 - 8. Demonstrate competency in area of responsibility.
 - 9. Appropriate use of standard English.
 - 10. Fosters positive relations with school and administrative personnel
 - 11. Relationship with students
 - 12. Use of standard English
 - 13. Ability to work tactfully and harmoniously with staff, schools, students, agencies, parent/guardians, district administrators, and/or the public.
 - 14. Is encouraged/expected to exhibit:
 - a. Cooperation with colleagues
 - b. Enthusiasm
 - c. Fair-mindedness
 - d. Self-discipline
 - e. Voice control
 - f. Effective non-verbal communication
- e. Reasoning Ability
- 1. Ability to plan, organize, and oversee the work of assigned personnel
 - 2. Ability to hold records, reports and conversations in confidence
 - 3. Ability to command the respect and liking of students
 - 4. Ability to plan, organize and carry out assignments under minimum supervision.

f. Professional Growth and Ethics

1. Meets the criteria for a Professional Growth Plan following the guidelines in the Jackson Parish Program of Professional Personnel Evaluation
2. Documentation maintained to support attendance of approved Professional development workshops and/or conferences.
3. Develop and meet a minimum of two yearly performance objectives which positively affect student achievement through job responsibilities
4. Assumes responsibility for personal professional growth and development; for keeping current with the literature, new research findings, and improved techniques; for attending appropriate professional meetings and conventions approved by the site Principal, appropriate Supervisor(s), Superintendent and/or School Board
5. The School Physical Therapist adheres to standards of ethical behavior established by the local education agency.

PROFESSIONAL CONDUCT: Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to JPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform *the essential functions and responsibilities* of the job and are not meant to be all inclusive.

While performing this job the employee shall:

1. Use strength and physical ability to lift, pull, move, carry, reach and place items needed to perform the functions of the job.
2. Sit, stand for required periods of time and walk for required periods of time and/or distances.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Have the ability to bend, squat and/or reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL DEMANDS: The environmental demands described here are representative of those that must be met by an employee to successfully perform the *essential functions and responsibilities* of the job and are not meant to be all inclusive.

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 buildings, grounds and/or vehicles in which a variety of chemical substances are used for cleaning, instruction, environmental or bacterial/mold fungus control, pest control, and/or operation of equipment.

5. Function in a workplace that is usually moderately quiet but that can be noisy or very loud at times.

OTHER REQUIREMENTS: Adheres to the regulations, policies, and procedures established by the State Board of Elementary and Secondary Education, the State Department of Education, and the local School Board as published in minutes, bulletins, and/or other official publications.

My signature below indicates acknowledgement of receipt of the new Jackson Parish School Physical Therapist Job Description as required by the State of Louisiana. I also understand that the Job Description must be reviewed annually and shall be kept on file at the Central Office with the necessary and current signature(s).

DATE: _____ **PRINT NAME:** _____

EMPLOYEE I.D. NO: _____ **SIGNATURE:** _____
(Signature indicates receipt of job description)

While the operation of the Jackson Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher or JPSB employee should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.