

COORDINATOR OF OCCUPATIONAL AND PHYSICAL THERAPY SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is a high level professional supervisory position responsible for overseeing both occupational and physical therapy services provided by a school district. The incumbent ensures that all children recommended for such services receive proper therapy through the selection of qualified professionals and through the careful monitoring of the therapy provided. In addition, the incumbent performs general administrative services for the program such as acting as a liaison with school personnel for the use and scheduling of facilities, coordinating the training and use of staff for special needs students, and generally acting as a liaison between parents and the program. The employee, as either a licensed occupational or physical therapist, is also expected to act as a resource to the staff in that area of expertise. The work is performed under the general direction and supervision of district administrative personnel. Supervision of professional, paraprofessional and support staff is a regular function of the position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Ensures that all school age children recommended to receive physical and/or occupational therapy services are assigned a therapist to provide such services within their school program;
2. Recruits, interviews and recommends to the district qualified staff to provide occupational and physical therapy and related service to selected individuals in the school population;
3. Provides clinical and administrative supervision within the educational setting, including periodic observation of treatment, review of daily activity sheets, and ensuring all required paperwork, including initial evaluations, periodic progress reports and educational plans, are completed;
4. Serves as an assistive technology consultant for students with physical disabilities;
5. Acts as a liaison for therapy program with medical personnel, building staff, and parents of children;
6. Ensures building staff are familiar with disaster/fire evacuation needs for physically disabled children, and trains designated individuals for necessary assistance;
7. Oversees the recruitment, training and daily use of staff for special needs students, including the arranging for substitutes as needed;
8. Assist in preparing annual program budgets;
9. Maintains the census for those receiving occupational and physical therapy services in the school district including students with disabilities attending non public schools and in home-based programs;
10. Evaluates, recommends and assists in obtaining equipment necessary to carry out program objectives.

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the methods, procedures and objectives of either the field of occupational or physical therapy, especially as they apply to a pediatric caseload;
Knowledge of the general methods, procedures and objectives of the field of either occupational or physical therapy (the field other than area of licensure);
Knowledge of the principles and practices of supervision and general administration of employees in the health care field;
Knowledge of the terminology and practices of modern social casework;
Ability to critically evaluate the work of professional and paraprofessional health care employees;
Ability to communicate, both orally and in writing;
Ability to plan, organize, and prioritize a program's needs and resources;
Personal qualities necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either: (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Occupational or Physical Therapy and three (3) years of work experience as either a professional Occupational or Physical Therapist in a medical or educational setting, which included six (6) months at a supervisory level;
OR: (B) Graduations from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Occupational or Physical Therapy and (4) years of work experience as described above, which included six (6) months at a supervisory level.

SPECIAL REQUIREMENTS:

Possession of a New York State Department of Education License in Occupational or Physical Therapy. Eligibility for a New York State Driver License at time of application, and possession of said license at time of appointment.

HL0228

ADOPTED: 07/15/96

REVISED: 06/22/10