

PHYSICAL THERAPIST ASSISTANT



Department:	Special Education
Reports To:	Director of Special Education or Assistant Director of Special Education
Group/FLSA Status:	Direct Student Staff (DSS)/Non-Exempt
Revised:	2/08/2018

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Physical Therapist Assistant (PTA) provides therapy services to children with special needs within the school system under the direction of the Physical Therapist.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Under the direct supervision of the Physical Therapist, assists in providing school-based physical therapy services to students and helps determine the needs and appropriate interventions for students;
- Responsible for providing consultation to classroom staff and families of birth to 21 children/students, on the physical limitations and medical concerns of physically disabled students as they relate to mobility for positioning in the classroom or other natural environments, training staff on dealing with a student's physical needs, maintaining equipment used in physical therapy, and monitoring the physical progress of students;
- Maintains required records and documentation;
- Participates in student planning meetings;
- Adheres to all due process and compliance requirements and ensures student and family confidentiality;
- Submits data for third party pay as required;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- General knowledge of school-based physical therapy theory and practice;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school and service cooperative staff, and outside agencies, including the ability to communicate in a timely and effective manner with the supervising PT;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply fairly standard procedures;
- Ability to read and interpret basic workplace data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school and service cooperative staff, and other agency personnel;
- Ability to present to small and large groups;
- Ability to use technology and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Associate's Degree as a Physical Therapist Assistant.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota licensure as a Physical Therapist Assistant from the Board of Physical Therapy;
- Valid Driver's license.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under the supervision of the Physical Therapist, and Director of Special Education or Assistant Director of Special Education;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Serves more than one school district;
- Considerable business travel is required;
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed during the traditional school year and may include some additional days during the summer.
- This is heavy work requiring considerable physical effort working continuously with average and frequently with heavy weight or frequent requirements for long periods in difficult work positions, or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires physical conditioning and endurance necessary to provide direct therapeutic services to a variety of students from birth to 21 in their natural environment; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the SWWC and employee and is subject to change by the SWWC as the needs and requirements of the position change.