



Job Description

Job Title: **Physical Therapist Assistant**
 Job Family: **Student Support Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **January 2016**

Job Code: **4054**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 23**
 Typical Work Year: **9 months**

SUMMARY: Provide physical therapy services to children in the school setting under the supervision and direction of a licensed physical therapist.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Collaborate with physical therapist to discuss and/or develop individual treatment programs.	W	10%
2. Implement the physical therapy program within the guidelines of the Colorado Department of Education (CDE) and the Department of Regulatory Agencies (DORA). Provide physical therapy to students. Services may include, but not be limited to, performing exercises, range of motion, gait training, wheelchair mobility, and gross motor skills training.	D	30%
3. Consult with teachers, special education paraprofessionals, community-based providers, and parents for training and communication as needed to implement school-based interventions.	D	20%
4. Document services provided, including subjective and objective data, and student's status in Medicaid billing system and progress notes.	D	5%
5. Ability to travel among district facilities.	D	5%
6. Document treatment and observation data into the Individual Education Plan (IEP) through the use of district informational technology systems.	W	10%
7. Attend and participate in student/educational related meetings and conferences as requested by physical therapist and/or special education team.	W	10%
8. Assist physical therapist in ongoing assessment of students. Assist physical therapist to conduct standardized and non-standardized screenings; Results to be interpreted by the physical therapist.	W	5%
9. Perform other job related duties as assigned, including ordering therapy equipment and supplies as needed for student performance and participation.	M	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associates degree from an accredited institution in physical therapy assistant or related field.
- At least 1 year of experience working with children with physical, developmental and/or intellectual disabilities required; may include but not be limited to educational and volunteer experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado physical therapy assistant certification required.
- Ability to successfully complete a pre-hire, post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.

- Ability to frequently travel among district facilities during the work day.
- Ability to keep up-to-date technically and apply new knowledge. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Physical Therapist	1710PT

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in the therapy room, or in the classroom, getting on and off the bus, or at recess during treatment sessions.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear	X			
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				X
Up to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	X