

Sioux Falls School District 49-5

**JOB DESCRIPTION**

**DEPARTMENT:** SPECIAL SERVICES

**JOB TITLE:** LEAD OCCUPATIONAL AND PHYSICAL THERAPISTS

**REQUIREMENTS:**

- A. Education Level:** College degree and South Dakota licensure with endorsement as Registered Occupational or Physical Therapist.
- B. Experience Desired:** Two years' successful experience in an educational therapy setting.
- C. Physical Requirements:** Requires constant repetitive motions with the wrists, hand, and fingers. Frequent hand-eye/mind-eye coordination, hearing, sitting, speaking, standing, walking, keyboarding, and writing are also required.
- D. Other Requirements:** Excellent oral and written communication skills. Skills in human relations, leadership, and conflict management.

**REPORTS TO:** Director, Special Services and Related Services Supervisor

**RECEIVES GUIDANCE FROM:** Building Administration Supervisors in Special Services

**DATE:** Revised November 2009

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Develops and updates departmental procedures.
2. Provides guidance and instructs other personnel in the department, including staff physical and occupational therapists.
3. Works with the special services director and related services supervisor to evaluate the physical and occupational therapy staff.
4. Assists with the recruitment and staffing necessary for implementing therapy services.

5. Participates in the orientation of new staff members and provides assistance and guidance in district policies and procedures.
6. Assists in the determination of treatment priorities, caseloads, schedules, and procedures for providing therapy services in the school district.
7. Assists in the determination and allocation of therapy personnel and equipment throughout the school district.
8. Monitors therapy services throughout the school district to assure that standards for quality services are maintained in the least restrictive environment.
9. Assists in the establishment of safe areas to carry out a treatment program.
10. Reviews requisitions for supplies and equipment prior to forwarding them to the building principal/related services supervisor.
11. Assists in the coordination of in-service/continuing education opportunities for therapy staff.
12. Assures compliance with procedures for evaluation and the development and implementation of the individual educational program and process.
13. Insures participation in the Medicaid billing process.
14. Participates in school and district committees as necessary.
15. Maintains the confidentiality of students and their families.
16. Performs other duties as assigned by supervisors.

**WORKING CONDITIONS:**

A.	<u>Inside</u>	<u>Outside</u>	<u>Both</u> <u>XXX</u>
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**B. Climatic Environment:**

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity. The itinerant status of this position requires exposure to the outside environment as travel between schools is required.

**C. Hazards:**

Stairs, drafts, chalk dust, and exposure to communicable diseases. Travel between schools will cause exposure to hazardous driving and walking conditions.

**I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.**

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**Signature**

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**Date**

\_\_\_\_\_  
**Print Name**