

## COLONIAL INTERMEDIATE UNIT 20

### POSITION DESCRIPTION

TITLE: Certified Physical Therapy Assistant

QUALIFICATIONS: Valid Pennsylvania Physical Therapy Assistant License - PTA

REPORTS TO: Supervisor of Pupil Personnel Services

LOCATION: Colonial Intermediate Unit 20

JOB GOAL: To provide comprehensive school based physical therapy services for students in order to facilitate their educational program within the educational environment.

#### Essential Duties and Responsibilities:

##### 1. Professional Ethics and Development

Promote, maintain and exercise prudent judgment, competence, integrity, confidentiality, professional relationships, empathy, and positive regard as well as productive participation in the supervisory and training process.

##### 2. Assessment Assistance

Establish, collect and assist with the referral process, review of records, documentation of therapy and screening, evaluations and report writing.

##### 3. Program Planning

Coordinate physical therapy with school personnel and other appropriate specialist in order to develop Individual Education Plan (IEP), measurable goals and incorporate specially designed instruction into IEP's as well as the participation in relevant conferences. Also develop specific activities toward the implementation of therapy techniques.

##### 4. Intervention/Service Delivery

Utilize appropriate therapy techniques in order to manage therapy services as well as the adaptation and termination of procedures.

##### 5. Consultation/Education

Provide information and promote the awareness, knowledge level and sensitivity to physical therapy as well as the types of disabilities encountered during the therapy process.

## 6. Communication

Promotes effective communication among Colonial Intermediate Unit 20 and district staff members as well as parents/guardians and constituents.

## 7. Program Management

Implements departmental goals and objectives, establishes schedules and priorities maintains clinical and administrative records, inventories, equipment, materials, supplies, and contributes to the development and implementation of programs for physical therapy services.

Attends staff meetings and serve on staff committees as required.

Assumes responsibilities for materials, equipment and facilities.

Supervise the implementation of related transition planning services by paraprofessionals when appropriate.

Monitor the group sessions for students upon assignment.

Keep current in trends, best practice and related subject matter in order to provide efficient and effective services.

## Other Duties

Responsible for all other duties as assigned by the Supervisor of Pupil Personnel Services including the accomplishment of job goals as determined by the Colonial Intermediate Unit 20 departmental plan.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

TERM OF EMPLOYMENT: Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

# CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)

## Standards of Performance

2008-2009

The Certified Physical Therapy Assistant (PTA) will report to and be responsible to the Supervisor of Pupil Personnel Services. The standards of performance of this position are:

1. Professional Ethics and Development

Promote, maintain and exercise prudent judgment, competence, integrity, confidentiality, professional relationships, empathy and positive regard as well as productive participation in the supervisory and training process. (10 points)

2. Assessment Assistance

Establish, collect and assist with the referral process, review of records; documentation of therapy and screening, evaluations and report writing. (25 points)

3. Program Planning

Coordinate physical therapy with school personnel and other appropriate specialist in order to develop Individual Education Plan (IEP), measurable goals and incorporate specially designed instruction into IEP's as well as the participation in relevant conferences. Also develop specific activities toward the implementation of therapy techniques. (25 points)

4. Intervention/Service Delivery

Utilize appropriate therapy techniques in order to manage therapy services as well as the adaptation and termination of procedures. (10 points)

5. Consultation/Education

Provide information and promote the awareness, knowledge level and sensitivity to physical therapy as well as the types of disabilities encountered during the therapy process. (5 points)

6. Communication

Promotes effective communication among Colonial Intermediate Unit 20 and district staff members as well as parents/guardians and constituents. (5 points)

## CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)

### Standards of Performance

#### 7. Program Management

Implementation departmental goals and objectives, establishes schedules and priorities, maintains clinical and administrative records, inventories, equipment, materials, supplies, and contributes to the development and implementation of programs for physical therapy services. (15 points)

#### 8. Other

Responsible for all other duties as assigned by the Supervisor of Pupil Personnel Services including the accomplishment of job goals as determined by the Colonial Intermediate Unit 20 departmental plan. (5 points)

## CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)

### Standards of Performance

1. Satisfactory performance in promoting, maintaining and exercising prudent judgment, competence, integrity, confidentiality, professional relationships, empathy and positive regard as well as productive participation in the supervisory and training process will be attained when:

The therapist conducts the practice of physical therapy within the ethical guidelines of the American Physical Therapy Association.

When the therapist demonstrates the facilitative qualities of empathy, honesty and positive regard in interpersonal relationships with parents, pupils, Colonial Intermediate Unit 20 and school district personnel as well as community service agencies.

The therapist safeguards information about an individual that has been obtained by the therapist.

The therapist respects the integrity and protects the welfare of the persons or groups with whom he/she is working.

Participates in continuing education, staff meetings, and in-service training to enhance professional growth objectives.

- 1.6 Integrates current professional knowledge with practice.
- 1.7 Contributes and participates in the supervisory process by outlining concerns, problem areas, current updates on students being served and requiring information and support from the Physical Therapist and Supervisor of Pupil Personnel Services.

## **CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)**

### **Standards of Performance**

2. Satisfactory performance in establishing, collecting and assisting with the referral process, review of records, documentation of therapy and screening evaluations and report writing will be attained when:
  - 2.1 Referrals upon assignment are logged in therapy book, therapy appointments scheduled and coordinated with student's teacher.
  - 2.2 Evaluation and background information reviewed for the development of specific goals and objectives to integrate curriculum and develop Individual Education Plan (IEP).
  - 2.3 Record therapy notes for each session and prepare annual reports for Comprehensive Evaluation Report (CER), Individual Education Plan (IEP) and/or Chapter 15 Reports.
  - 2.4 Assist Physical Therapist with the assessment or screening of a student upon request.

## **CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)**

### **Standards of Performance**

3. Satisfactory performance in coordinating physical therapy with school personnel and other appropriate specialist in order to develop Individual Education Plan (IEP), measurable goals and incorporate specially designed instruction into IEP's as well as the participation in relevant conferences will be attained when:
  - 3.1 The coordination of Physical Therapy Services with school district and all other pertinent persons are completed.
  - 3.2 The participation of therapist in conferences and Individual Education Plan (IEP) meetings are held at designated time periods.
  - 3.3 When the therapist develops measurable goals for each student and includes same in specially designed instruction into Individual Education Plan (IEP).
  - 3.4 The use of materials and equipment are converted into activities for the implementation of therapy techniques for students.

## **CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)**

### **Standards of Performance**

4. Satisfactory performance in utilizing appropriate therapy techniques in order to manage therapy services as well as the adaptation and termination or procedures will be attained when:
  - 4.1 The assessment and determination of treatment techniques are developed into a treatment plan for each student to meet their respective needs.
  - 4.2 Therapist has scheduled consultation sessions with respective teachers for assigned students.
  - 4.3 Therapist has developed a schedule for students in each assigned school building.

## **CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)**

### **Standards of Performance**

5. Satisfactory performance in the provision of information and promoting the awareness, knowledge level and sensitivity to physical therapy as well as the types of disabilities encountered during the therapy process will be attained when:
  - 5.1 The therapist provides verbal and written information for Colonial Intermediate Unit 20 and district personnel on the roles and functions for physical therapy services.
  - 5.2 The therapist serves as a role model to emulate the act of compassion, acceptance and respect for students with special needs.
  - 5.3 The therapist determines and oversees the implementation of adaptations for students according to specific needs.

## CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)

### Standards of Performance

6. Satisfactory performance in promoting effective communication among Colonial Intermediate Unit 20 and district staff members as well as parents/guardians and constituents will be attained when:

The therapist established an effective means of verbal and written communication with parents/guardians on an established basis.

Developed a process for verbal synopsis with classroom teacher on an established basis.

Promotes an interdisciplinary and interpersonal relationships with Colonial Intermediate Unit 20 and district personnel.

## CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)

### Standards of Performance

7. Satisfactory performance in implementing departmental goals and objectives, establishing schedules and priorities, maintains clinical and administrative records, inventories, equipment, materials, supplies and contributes to the development and implementation of programs for Physical Therapy Services will be attained when:
  - 7.1 The policies and procedures of the department are implemented in an effective and timely manner.
  - 7.2 Establishes priorities and schedules with school district personnel and maintained with the Secretary of Pupil Personnel Services.
  - 7.3 Clinical and administrative records established and maintained on a scheduled basis.
  - 7.4 All equipment, materials and supplies are inventoried annually and maintained in a responsible and secured manner.
  - 7.5 Contributions made toward the development and implementation of programs by making suggestions and critiquing Physical Therapy Services in an continuous manner.

## CERTIFIED PHYSICAL THERAPY ASSISTANT (PTA)

### Standards of Performance

8. Satisfactory performance in being responsible for all other duties as assigned by the Supervisor of Pupil Personnel Services including the accomplishment of job goals as determined by the Colonial Intermediate Unit 20 departmental plan will be attained when:
  - 8.1 Provide assistance and skills to complete assignments as required.
  - 8.2 Review and contribute to departmental and organizational goals according to available skills and resources.