

HANCOCK COUNTY SCHOOLS
NEW CUMBERLAND, WESTVIRGINIA

POSITION: Physical Therapy Assistant

QUALIFICATIONS: Valid West Virginia license to practice as a registered Physical Therapy Assistant -- possess practical knowledge of applied behavior analysis, sensory integration, crisis intervention and prevention techniques, and assistive technology devices and applications.

JOB GOAL: To provide services to identified students and assist educators and administrators in creating the best educational opportunity for the identified students.

REPORTS TO: Director of Special Education

DUTIES AND RESPONSIBILITIES:

- Deliver quality physical therapy as designated by the individual student's IEP.
- Collaborate with the physical therapist to screen and evaluate those students referred for initial eligibility along with those students currently eligible.
- Provide all reports and paperwork within timelines set by WV Policy 2419.
- Participate in Student Assistance Team (SAT), Eligibility Committee (EC), and Individual Education Plan (IEP) meetings as appropriate.
- Write appropriate IEP's, provide follow-up and progress reports, meet all compliance requirements of WV Policy 2419.
- Maintain a current and accurate list of all students receiving physical therapy services.
- Work with special education secretary to acquire permission for evaluation; assign and ensure completion of evaluations and reports; provide information for data entry in WVEIS system.
- Maintain records and documentation in an organized and confidential manner.
- Working with the physical therapist, design and provide a therapeutic program to meet the individual needs of the student.
- Have practical knowledge of applied behavior analysis, sensory integration, and crisis intervention and prevention techniques.
- Communicate with physicians and/or medical personnel in obtaining information needed to administer physical therapy to students.
- Assist in proper referrals and follow ups to agencies and specialists in the community as appropriate.
- Provide physical therapy services during Extended School Year for eligible students.
- Provide information, support, and progress reports to parents and families when appropriate.
- Coordinate and assign all assistive technology referrals, complete reports, and implement services.
- Maintain an inventory of all therapy equipment and assistive technology devices/supports.

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Physical Therapy Assistant (Continued)

- Work with the technology department to maintain and update iPads and other handheld devices.
- Possess knowledge of a variety of educational apps and software.
- Keep current with advances in technology and the application in classroom and therapy sessions.
- Work with staff to equip and maintain sensory rooms.
- Develop and assist with implementation of sensory diets.
- Provide training, staff development, and in-service opportunities to staff, parents, and others.
- Physical Work in a professional, positive, and collaborative manner with administrators, professional and service personnel, parents, and community agencies.
- Resolve issues and conflicts through the established chain of command.
- Maintain confidentiality of student information and privacy rights of students and their families.
- Follow county and school policies and procedures.
- Write and communicate in a clear, concise manner.
- Attend professional conferences to receive additional training related to the areas of responsibility.
- Be knowledgeable of best practices in special education and related areas to provide the best possible technical support to special and general education teachers.
- Any other duties as assigned by the superintendent of schools and coordinator of special education