

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER – OT/PT (Occupational Therapy/Physical Therapy)

REPORTS TO:

Exceptional Student Education Specialist

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Master’s degree from an accredited college or university in Occupational or Physical Therapy with Florida licensure in Occupational or Physical Therapy. Five (5) years of related professional experience in the field of occupational or physical therapy.

PREFERRED:

Experience working in a school system practice and broad knowledge of occupational and physical therapy practice.

MAJOR FUNCTION

Assists the ESE Specialist with overall coordination of occupational and physical therapy individualized services to students in both public and private schools.

ESSENTIAL RESPONSIBILITIES

Under the direction of the ESE Specialist,

- Assists with development and implementation of processes to monitor OT and PT services.
- Assists in development of processes to continually maintain compliance with state and federal regulations related to OT and PT.
- Maintains and updates therapy guide annually.
- Coordinates OT and PT services for all students in public schools.
- Collaborates in developing individual service plans for students in private schools with PPPSSD program staff.
- Applies knowledge of operational, organizational, fiscal and procedural regulations to the operation of OT/PT.
- Maintains current knowledge of state and federal statutes, and guidelines, as well as best practices, related to OT/PT.
- Assigns OT/PT staff to schools and shifts assignments as needed to ensure services to students.
- Processes and tracks all initial OT/PT assessments countywide.
- Assists in the development and provision of district training components for OT/PT staff.
- Maintains inventory and manages all transfers of therapy equipment utilized by students.
- Acts as OT/PT liaison with institutes of higher education for whom the district is providing clinical sites for fieldwork education.
- Maintains current knowledge of OT and PT rules, statutes, and federal guidelines.
- Performs other related duties as required.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 07/10/16 CH; BOARD APPROVED: 08/23/16

COORDINATOR, OTHER – OT/PT (Occupational Therapy/Physical Therapy)

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Other – OT/PT (Occupational Therapy/Physical Therapy) - INS