

# Northfield

Public Schools I.S.D. 659 MINNESOTA

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

### SECTION I: GENERAL INFORMATION

|   |  |
|---|--|
| <b>Position Title:</b><br>Physical Therapist  | <b>Department:</b><br>Student Services |
| <b>Immediate Supervisor's Position Title:</b><br>Director of Student Services   | <b>FLSA Status:</b>                    |
| <b>Band/Grade/Subgrade:</b>   | <b>Bargaining Unit:</b><br>NEA         |
| <b>Job Summary:</b><br>Under the direction of the Director of Student Services, the Physical Therapist provides services to students with disabilities, ages birth to 21, in order for them to benefit from their program of special education instruction. |  |

### SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

|   |     |  |
|---|-----|--|
| <b>Duty/Responsibility No:</b>  | 1   | <b>Statement of duty/responsibility:</b><br>Provides direct and indirect physical therapy services as specified in each students' Individual Education Program (IEP) plan.           |
| <b>Percent of Time:</b>   | 50% |  |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>Plans, implements and monitors fine and gross-motor activities that allow students to access and benefit from their program of specialized instruction. The focus of these services includes, but is not limited to: academic functioning, daily living skills, play/leisure skills and work skills.</li><li>Assesses and makes environmental and other adaptations to allow students to access and benefit from their program of specialized instruction.</li><li>Provides training to special education paraprofessionals, and others as appropriate, in carrying out day-to-day activities designed to enhance the motor functioning of students.</li></ul> |     |  |
| <b>Duty/Responsibility No:</b>  | 2   | <b>Statement of duty/responsibility:</b><br>Consults with teachers, school administration, parents and others, as appropriate, regarding students' fine and gross motor development. |
| <b>Percent of Time:</b>   | 15% |  |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>Consults and collaborates with school staff and/or parents in developing, implementing, evaluating and maintaining</li></ul>   |     |  |

- physical therapy interventions
- Consults with school staff in making necessary environmental adaptations so that students can access school classrooms, buildings, playgrounds, and other facilities.
- Consults and collaborates with medical, social services and other community providers, as appropriate.

|                                |     |  |
|--------------------------------|-----|--|
| <b>Duty/Responsibility No:</b> | 3   | <b>Statement of duty/responsibility:</b><br>Functions as a member of the special education team in providing special education services to students with disabilities. |
| <b>Percent of Time:</b>        | 30% |  |

- Tasks involved in fulfilling above duty/responsibility:**
- Coordinates the delivery of physical therapy services with classroom teachers, special education staff and other providers to ensure continuity and consistency in providing comprehensive special education services to students.
  - Assesses the fine and gross motor and the environmental accessibility of students referred for special education evaluation. Helps determine the need for environmental adaptations and physical therapy.
  - Maintains an accurate record of therapy sessions, consultations and other pertinent activities.

|                                |    |   |
|--------------------------------|----|---|
| <b>Duty/Responsibility No:</b> | 4  | <b>Statement of duty/responsibility:</b><br>Performs other comparable duties of a like or similar nature as apparent or assigned. |
| <b>Percent of Time:</b>        | 5% |   |

- Tasks involved in fulfilling above duty/responsibility:**
- Attends training sessions, conferences, seminars, department and district meetings.
  - Serves on District committees, task forces, work groups, etc., as requested.
  - Keeps abreast of changing developments, trends, instructional and educational technologies.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

|   |                               |  |   |
|---|-------------------------------|--|---|
| <b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b> |                               |  |   |
| <b>REQUIRED EDUCATION/TRAINING (choose one)</b>   |                               | <b>DEGREE INFORMATION:</b><br>Type of degree: (B.S., M.A., etc.) |   |
|   | less than high school diploma |  | Bachelor's or Master's Degree   |
|   | High school diploma or GED.   |  |   |
|   | 1 year college                |  | Major field of study or degree emphasis: Physical Therapy from a school accredited by the American Physical Therapy Association.                                      |
|   |                               | 2 years college  |   |
|   | 3 years college               | x 4 years college  |   |
|   | 1st year graduate level       |  | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:<br>• Working knowledge of the principals, practices and |
|   | 2nd year graduate level       |  |   |

|                        |   |
|------------------------|---|
| <b>Doctorate level</b> | <p>ethical standards of Physical Therapy; relevant state and federal laws, rules and regulations; and applicable district policies and procedures.</p> <ul style="list-style-type: none"> <li>• Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems.</li> <li>• Ability to consult with school personnel in developing and implementing effective speech and language interventions for students.</li> <li>• The skill and ability to communicate - both orally and in writing.</li> </ul> |
|------------------------|---|

**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

|                                   |  |
|-----------------------------------|--|
| <b>LICENSE/<br/>CERTIFICATION</b> | <p><b>Identify licenses/certification required upon hiring:</b><br/>Licensed as a Physical Therapist by the MN Board of Physical Therapy</p> |
|-----------------------------------|--|

|  |  |
|--|--|
| <b>ESSENTIAL SKILLS<br/>REQUIRED TO<br/>PERFORM THE<br/>WORK</b> | <p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate ideas clearly and concisely, both verbally and in writing.</li> <li>• Ability to transport self between and among school sites throughout the District, and to students' homes, as necessary.</li> <li>• Basic computer literacy - word processing, data entry.</li> </ul> |
|--|--|

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

|              | <b>Titles of Positions Directly Supervised</b> | <b># of Employees</b> |
|--------------|--|-----------------------|
| 1            |  | 0                     |
| <b>TOTAL</b> |  | 0                     |

**INDIRECT SUPERVISION:**

|   |                 |
|---|-----------------|
| <b>Number of employees indirectly supervised:</b> Special Education Paraprofessionals | <b>Total:</b> 8 |
|---|-----------------|

|  |   |
|--|---|
| <b>HAZARDOUS WORKING<br/>CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | <p>Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.</p> |
|--|---|

| <b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b> |              |                           |                          |                             |
|---|--------------|---------------------------|--------------------------|-----------------------------|
| <b>Employee is required to:</b>   | <b>Never</b> | <b>1-33% Occasionally</b> | <b>34-66% Frequently</b> | <b>66-100% Continuously</b> |
| <b>Stand</b>  |              | X                         |                          | X                           |
| <b>Walk</b>   |              | X                         |                          |                             |
| <b>Sit</b>  |              |                           | X                        |                             |
| <b>Use hands dexterously (use fingers to handle, feel)</b>                                |              |                           |                          | X                           |
| <b>Reach with hands and arms</b>  |              | X                         |                          |                             |
| <b>Climb or balance</b>   | X            | X                         |                          |                             |
| <b>Stoop/kneel/crouch or crawl</b>  | X            |                           | X                        |                             |
| <b>Talk or hear</b>   |              |                           |                          | X                           |
| <b>Taste or smell</b>   | X            |                           |                          |                             |
| <b>Physical (Lift &amp; carry):<br/>up to 10 pounds</b>                                   |              |                           | X                        |                             |
| <b>up to 25 pounds</b>  | X            | X                         |                          |                             |
| <b>up to 50 pounds</b>  | X            | X                         |                          |                             |
| <b>up to 75 pounds</b>  | X            |                           |                          |                             |
| <b>up to 100 pounds</b>   | X            |                           |                          |                             |
| <b>more than 100 pounds</b>   | X            |                           |                          |                             |

| <b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>  |
|--|
| <b>Physical requirements associated with the position can be best summarized as follows:</b>   |
| <b>Light Work:</b><br>Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job. |

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

|   |             |
|---|-------------|
| <b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b> |             |
| _____   | _____       |
| <b>Department Head's Signature</b>  | <b>Date</b> |
| _____   | _____       |
| <b>Human Resource's Signature</b>   | <b>Date</b> |