



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Physical Therapist	<b>Department:</b> Special Services
<b>Immediate Supervisor's Position Title:</b> Director of Special Education	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Director of Special Education, the Physical Therapist provides physical therapy services to eligible students (birth through age twenty-one) and consultation services to employees and parents. The Physical Therapist is responsible for the proper interpretation and performance of essential duties and responsibilities.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides consultation and physical therapy services for identified student's birth through grade 12 within their educational setting(s).
  - a) Participates in designated team meetings, individual education plan conferences and periodic reviews involved with assessment, programming and reevaluation decisions for students on caseload.
  - b) Assesses and identifies children with potential developmental delays.
  - c) Tracks student attendance and membership.
  - d) Maintains accurate records of students evaluated and served in physical therapy program; including assessment results, therapy progress and reports.
  - e) Orders and maintains therapy equipment.
- Works successfully with a team in homebased, center-based, and inclusion settings.
- Participates in third-party billing requirements as needed.
- Maintains close communication with classroom teachers, other staff and parents concerning student's performance. Serves as a resource and liaison to parents and educators working with outside agencies. Conducts team conferences with parents.
- Develops and provides formal and informal in-service programs for teachers and parents regarding physical therapy. Participates in in-services and organizational meetings.
- Acts as liaison between school district and community agencies, doctors and hospitals as needed to provide continuing physical therapy services. Promotes school and community awareness of physical therapy.
- Serves on school district and/or community policy-making committees in an advisory capacity as needed.
- Performs other duties of a comparable level or type, as assigned. Provides professional expertise and assistance to district stakeholders concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

### 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> <b>Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma		Bachelor's Degree	
<b>High school diploma or GED.</b>		<b>Major field of study or degree emphasis:</b> Physical Therapy or related area.	
1 year college	2 years college		
3 years college	x 4 years college		
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Application of physical therapy to students in an educational setting to effectively and efficiently meets their individual needs.</li> <li>• Knowledge of IEP/IFSP/IIP development and due process.</li> <li>• Evidence of strong assessment and consultation skills.</li> <li>• Use of a variety of behavior management strategies.</li> <li>• Laws, rules, statutes and guidelines related to special education programming, due process and related requirements.</li> <li>• Medical assistance requirements, eligibility requirements and service requirements.</li> <li>• Knowledge of professional resources, service alternatives and options available to children needing special services.</li> <li>• Fundamentals of staff leadership and coordination.</li> <li>• District administrative procedures and policies pertaining to school finance, human resources, purchasing and other administrative programs of the district.</li> </ul>	
2nd year graduate level			
Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of a completion of a physical therapy educational program that meets the standards of Minnesota law, successful completion of a six-month supervised traineeship, and have passes an approved licensing exam.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> Licensed by the Minnesota Department of Physical Therapy. Valid Minnesota Driver's License.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Ability to communicate clearly and concisely in both oral and written form.</li> <li>• Ability to read and interpret documents such as professional assessments.</li> <li>• Ability to make decisions regarding eligibility for and dismissal from special services.</li> <li>• Ability to effectively write reports and correspondence.</li> <li>• Ability to schedule efficiently across multiple sites.</li> <li>• Ability to apply knowledge of occupational therapy to students in an educational setting to effectively and efficiently meet their individual needs.</li> <li>• Ability to make decisions regarding eligibility for and dismissal from services.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to function as a member of a professional team;</li> <li>• Ability to provide consultation services to teachers, educational assistants, and parents to effectively serve students in need of educationally-based physical therapy;</li> <li>• Ability to visit programs and classrooms through the school district;</li> <li>• Ability to handle and manipulate specialized equipment and demonstrate for students as needed;</li> <li>• Ability to perform work wherever required by students and parents including schools, offices, and residences;</li> <li>• Ability to use typical office productivity software and applications;</li> <li>• Ability to show initiative and function as a self-starter;</li> <li>• Ability to deal effectively and appropriately with parents, students, staff and administrators.</li> </ul>
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<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i></p>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.</p>
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<b>PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)</b>									
<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Amount of Time Spent</u>				
	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk				X	Up to 25 lbs			X	
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance			X						
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell	X								

<p><b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b></p> <p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects.</p>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		
<b>INDIRECT SUPERVISION:</b>		
<b>Number of employees indirectly supervised:</b> Educational assistants, interns or volunteers		<b>Total:</b>