

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT  
JOB DESCRIPTION**

**TITLE:** Physical Therapist Assistant

**QUALIFICATIONS:**

1. Holds an Associates Degree in Applied Science as a physical therapist assistant from an accredited training institution and be registered in the State of Illinois. Ongoing continuing education is expected to maintain updated knowledge and skills for practice as a school-based therapist.
2. Have experience in physical therapy for handicapped children.
3. Exhibit a desire to work within an educational setting and to participate in a team approach to children with educators and parents.

**REPORTS TO:** Technical Assistant Supervisor and the administrator in assigned schools.  
A primary Tri-County Special Education supervisor will be assigned for line and staff responsibilities and chain of command needs and concerns.

**TERMS OF EMPLOYMENT:** 180 workdays, 6.75 hours per day, as teachers are in attendance.

**PERFORMANCE RESPONSIBILITIES:**

- A. Determines therapeutic goals in conjunction with the physical therapist
  1. Reports and confers with the physical therapist any observation data that relates to student performance
  2. Reviews standardized/non-standardized assessment results with the physical therapist
  3. Confers with physical therapist and Technical Assistant Supervisor and develops Individual Education Plan (IEP) goals and objectives as determined by the physical therapy assessment on assigned students
- B. Participates in IEP conference
  1. Attends and presents physical therapy IEP goals and objectives on assigned students
  2. Communicates to parents and team members in a professional and effective manner at IEP
- C. Provides intervention services to students as established through the IEP
  1. Adheres to the frequency of intervention as determined by the IEP
  2. Carries out IEP goals
  3. Demonstrates appropriate planning, space, and equipment when administering therapeutic techniques
  4. Practices proper safety techniques and precautions

- D. Utilizes the team approach in working with therapist, teachers, parents, aides and attendants
  - 1. Provides carry through and reinforcement of other educational goals and objectives as they relate to functional mobility, communication or self-care
  - 2. Communicates with other team members in a professional and effective manner.
  - 3. Works in conjunction with the physical education teacher in providing intervention during physical education
  - 4. Participates in the development of home programs
  - 5. Administers interdisciplinary interventions with other team members, i.e., co-treatments with occupational therapy, speech, teacher, etc
  
- E. Consults, instructs and assists classroom teachers, aides and attendants regarding positioning and handling, exercise programs and their utilization
  - 1. Demonstrates knowledge of proper positioning, handling, transfers and exercise programs
  - 2. Participates in the development of classroom gross motor groups
  - 3. Instructs, consults and assists with activities of daily living (ADL), toileting and personal hygiene programs
  
- F. Adheres to rules and regulations
  - 1. Observes designated working hours
  - 2. Complies with leave regulations
  - 3. Established written work schedule
  - 4. Provides written work schedule to physical therapist and technical assistant supervisor
  
- G. Assists in administrative duties
  - 1. Maintains written records that document therapy sessions and provide updated information on student progress
  - 2. Assist physical therapist with and prepare end of the year progress reports on assigned students
  - 3. When necessary, assist physical therapist with written communication to parents or physicians
  - 4. Organize physical therapy schedule for assigned students
  - 5. Performs other administrative duties and paper work as required by physical therapy policies and procedures
  - 6. Assist with ordering supplies and material needed for physical therapy
  
- H. Assists in determining and meeting student's adaptive and positioning equipment needs, including orthotic and prosthetic need
  - 1. Participates in construction, maintenance and repair of adaptive and assistive equipment
  - 2. Demonstrates a knowledge of proper use and handling of equipment, orthotics and prosthetic devices and follows safety procedures in the use of this equipment

3. Instruct others (teachers, aides, attendants) in the proper and safe use of adaptive and assistive equipment, orthotics and prosthetics
  4. Serves as a resource to parents regarding adaptive equipment
  5. In conjunction with physical therapist, participates with outside resources regarding adaptive equipment
- I. Attends and participates in scheduled therapy meetings, in-services and school staff meetings
1. Participates in in-service training of staff regarding body mechanics in the positioning and handling of students and in the use of adaptive equipment
  2. Attends county wide therapist meetings and inservices
  3. Attends base school staff meetings if requested
  4. Attends and participates in scheduled staffing on assigned students

### **Integration of Technology**

1. Demonstrates continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.
2. Participate in the plan and design of effective learning environments and experiences supported by available software and technology.
3. Assist in the implementation of individual education and therapeutic plans that include methods and strategies for applying technology to maximize student learning in the curriculum of one's subject area(s) and/or grade level(s).
4. Apply technology to facilitate a variety of effective assessment and evaluation strategies.
5. Ability to learn and use email and web based calendar program.