

SUPERVISOR OF THERAPEUTIC SUPPORT SERVICES

Code No: 3-08-228

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a professional management position in a school district responsible for the supervision of therapy staff members including, but not limited to, occupational, physical, speech, and music support services. The employee reports directly to and works under the general supervision of a program coordinator or other higher-level staff member. General supervision is exercised over professional staff members. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Supervises therapeutic support personnel to ensure competency of employees in safety factors and techniques;

Trains professional staff regarding therapeutic skills and treatment programs;

Interviews and selects new therapeutic support staff;

Develops individual care plans based on assessed needs;

Develops population-wide educational programs;

Facilitates staff development activities;

Maintains departmental records such as budget and service requests;

Participates in meetings and committees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of educational principles and therapeutic support techniques; good knowledge of principles and procedures of administration, organization and management; ability to communicate effectively; ability to establish effective working relationships; ability to plan and teach training programs; ability to evaluate procedures and programs; ability to write reports; ability to maintain records; analytical ability; supervisory ability; good judgement; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Licensed and currently registered by the New York State Education Department as an Occupational Therapist, Physical Therapist, Music Therapist, or Speech-Language Pathologist, plus five (5) years paid full-time or its part-time equivalent experience as an Occupational Therapist, Physical Therapist, Music Therapist, or Speech-Language Pathologist.

Monroe County Civil Service Commission

ADOPTED: April 13, 1994

FORMERLY: Supervisor of Occupational/Physical Therapy Services

REVISED and TITLE CHANGE: August 3, 2023