

COORDINATOR OF OCCUPATIONAL AND PHYSICAL THERAPY

Code No.: 3-08-206

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a position in a School District in which the incumbent coordinates occupational and physical therapy delivery services to students. The incumbent is responsible for providing clinical leadership/guidance to the occupational and physical therapy staff and assisting an administrator with a variety of administrative tasks relative to the delivery of occupational and physical therapy services. In addition, the incumbent will also handle a caseload fluctuating in size with the demand for services placed on the district. The incumbent receives general supervision from an administrator. The incumbent exercises direct supervision over a staff of Occupational and Physical Therapists. 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):

Provides occupational or physical therapy services to students;

Evaluates students' abilities in motor, perceptual-motor areas upon referral as assigned;

Assists in developing policies and procedures affecting the delivery of occupational and physical therapy in a School District;

Assists in coordinating occupational and physical therapy services district wide;

Assists in planning and developing occupational and physical therapy programs for students recommended for service by the Committee on Special Education as assigned by the administrator;

Participates in the selection of occupational and physical therapy personnel;

Conducts orientation and training activities for new staff members;

Assists in developing in-service activities;

Supervises and evaluates Occupational Therapists, Physical Therapists, Physical Therapy Assistants and certified Occupational Therapy Assistants;

Monitors District compliance with Federal and State laws and regulations regarding provisions of physical and occupational therapy;

Prepares annual report of service components.

Acts as clinical coordinator for Occupational Therapy and Physical Therapy students completing fieldwork experience at the District.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the educational principles and therapeutic techniques of physical or occupational therapy; good knowledge of Federal and State laws and regulations relating to the provision of Physical and Occupational Therapy Services in a School District; good knowledge of pediatric physical therapy and occupational therapy services; ability to deliver occupational or physical therapy services to students; ability to assist in a variety of administrative tasks such as policy/procedure development, program planning and development, manpower recruitment/training; ability to plan and conduct in-service activities; ability to supervise; ability to communicate effectively both orally and in writing; ability to provide clinical guidance to staff; good judgment; tact; initiative; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensed and currently registered by the New York State Education Department as either a Physical or Occupational Therapist, plus five (5) years of paid full-time or its part-time equivalent experience as either a Physical or Occupational Therapist, two (2) years of which shall have been in Pediatrics, two (2) years of which shall have involved supervision.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 18, 1988

REVISED: December 21, 1989

FORMERLY: Occupational/Physical Therapy Coordinator