

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2023-2024**

## **HANDBOOK FOR CLASSIFIED STAFF**

<p><b>Occupational Therapist Physical Therapist</b></p>
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**BOARD APPROVAL DATE**

June 6, 2023

**EFFECTIVE DATE**

July 1, 2023

It is the policy of the Rossville Consolidated School District not to discriminate on the basis of race, color, religion, sex, national origin, or handicapping condition, including limited English proficiency, in its educational programs or employment policies as required by state and federal laws.

1. **FINANCIAL COMPENSATION:**

1.1. General Philosophy:

Staff members employed within the District are qualified when hired for a particular position. Once hired, the employee is expected to grow professionally within the duty assignment. In addition, employees are expected to be proficient in their responsibilities and provide leadership to others. The Board of Education shall establish the pay rate for classified employees.

1.2. Pay Rate:

<b>Job Classification</b>	<b>Schedule of Hours</b>	<b>Maximum Work Hours Per Week</b>	<b>Pay Rate Per Hour</b>
Occupational Therapist	The Occupational Therapist shall provide services (treatments, consultations, evaluations, report writing, case conferences, goal development, progress monitoring, etc.) for children in the school corporation in compliance with the IEPs of students the Cooperative has referred. The number of hours per week shall be determined by the Boone and Clinton County Cooperative Executive Director with the approval of the Superintendent.	25 hours maximum per week	52.50
Physical Therapist	The Physical Therapist shall provide services (treatments, consultations, evaluations, report writing, case conferences, goal development, progress monitoring, etc.) for children in the school corporation in compliance with the IEPs of students referred by the Cooperative. The number of hours per week shall be determined by the Boone and Clinton County Cooperative Executive Director with the approval of the Superintendent.	25 hours maximum per week	53.50

### 1.3 Pay Schedule

Therapists will be paid bi-weekly for the period of time worked as reported through time cards.

## 2. DUTIES:

- 2.1. The Therapists shall provide the Cooperative with written reports and recommendations as required and when requested.
- 2.2. The Therapists shall instruct teachers/classroom assistants regarding implementing treatment programs in compliance with the student's IEPs.
- 2.3. The Therapists shall coordinate the provision of such services (i.e., times and dates) with the Cooperative.
- 2.4. The Therapists shall be responsible for carrying private liability and medical malpractice insurance and agree to maintain said coverage during the entire term of this agreement. The Therapist will provide proof of such coverage to the Cooperative if requested and agrees to notify the Cooperative should said insurance lapse or otherwise cease to exist.
- 2.5. The Therapists shall be responsible for completing Medicaid billing through the vendor selected by the Cooperative.

## 3. WORKDAY:

The workday shall be prescribed by the Boone, Clinton, North West Hendricks Cooperative Executive Director with the approval of the Superintendent.

## 4. EMPLOYEE CLASSIFICATION:

The Therapists are classified as At-Will employees. This means that the employment is not for a specific duration and that the employee may be discharged at any time, with or without cause, and without the right of a hearing by or appeal to the Board of Education or any other entity. The employee may also terminate their employment upon two weeks' advance notice to their supervisor.