



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

PHYSICAL THERAPIST ASSISTANT (11-month)

LOCATION:

To be determined

POSITION SUMMARY:

Under general supervision, the physical therapist assistant (PTA) implements physical therapy programs and activities as planned and directed by the physical therapist primarily for children birth to 4 years old in accordance with individualized family service plans (IFSPs) or individualized education programs (IEPs). The PTA implements services in a variety of environments to include homes, daycares, schools, and community settings. This position involves collaboration with families and other providers to develop and implement IFSPs/IEPs. Employees are licensed as physical therapist assistants by the state of Maryland and are qualified under state law to implement physical therapy programs and activities in the absence of the physical therapist; however, all work is subject to detailed review and evaluation by the physical therapist.

REPORTS TO:

Director of Special Education and/or supervisor of Special Education

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Associate's degree in a curricular program approved by the American Physical Therapy Association
2. Current Maryland license or temporary license as a physical therapist assistant issued by the Maryland State Board of Physical Therapy Examiners
3. Physical therapist aide or assistant experience preferred
4. Experience working with children or individuals with disabilities preferred
5. Valid driver's license, motor vehicle insurance, and a reliable means of transportation

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Knowledge of the individualized family service plan (IFSP)/individualized education program (IEP) process
2. Knowledge of the Medicaid billing process
3. Knowledge of the general education curriculum/developmental milestones for young children
4. Demonstrates exceptional interpersonal skills when working with diverse groups (parents, other professionals, students, teachers, administrators, community agency representatives)

5. Demonstrates initiative and self-regulation
6. Maintains good organizational skills and professional attitude
7. Demonstrated success in accomplishing tasks akin to the responsibilities listed below
8. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Works with a licensed physical therapist to plan and implement appropriate treatment to children (birth to 21 years old with primary focus on birth to 5)
2. Identifies long-term goals and short-term objectives for those receiving physical therapy
3. Utilizes treatment procedures in the areas of gross motor skills, balance, posture, range of motion, and coordination
4. Instructs children/students in the use of functional and adaptive equipment and devices
5. Assists the physical therapist as needed
6. Provides professional advice and assistance to other professionals working with the children, as well as their parents/guardians
7. Maintains appropriate background, assessment, and treatment records in accordance with local policies and procedures
8. Maintains a close working relationship with parents/families
9. Provides training to the appropriate persons regarding effective methods to aid the student with a disability in the regular education classroom and/or home environment
10. Administers active and passive manual therapeutic exercise and positioning programs
11. Follows established procedures and observes safety precautions in the application of prescribed modalities
12. Assists the physical therapist with the application orthoses, prostheses, and other assistive devices
13. Adjusts and maintains assistive equipment and trains students on proper use
14. Thinks, concentrates and interacts positively with others
15. Comes to work promptly every day
16. Works flexible hours as necessary
17. Works under stress and meets all deadlines
18. Travels from school to school or homes as necessary

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by the director of Special Education or designee.

PHYSICAL DEMANDS:

Work requires moderate physical effort to manually move, lift, carry, pull, or push heavy objects and to assist students.

UNUSUAL DEMANDS:

May be subject to flexible hours.

TERMS OF EMPLOYMENT:

Eleven (11) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 25). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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