



Job Description

POSITION TITLE:	Coordinator II Physical Therapist Special Education Student Programs and Services	#6334
SALARY PLACEMENT:	Management Salary Schedule Range 12	

SUMMARY OF POSITION:

Under the direction of the Special Education Programs Administrator, the School-Based Physical Therapist (PT) provides specialized services to students with disabilities to improve their access to and participation in educational activities. The PT collaborates with a multidisciplinary team to support students' gross motor development, functional mobility, and independence in the school environment. The PT will assess student performance in the areas of disability; develop assessment reports; identify student abilities within educational, developmental of functional parameters; develop goals and objectives for consideration in the IEP team meeting; develop individual physical therapy intervention plans, maintain appropriate documentation, reports and provide staff development training to educational personnel.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Master's degree in Physical Therapy from an accredited institution. Valid California Physical Therapist License issued by the Physical Therapy Board of California. California Department of Education (CDE) certification as a School-Based Physical Therapist (or eligibility to obtain).

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctorate Degree. Experience working with children in an educational or pediatric setting. Experience working with students in special education. Training and/or experience in Sensory Integration, Assistive Technology, working with a variety of neurodevelopmental disorders including autism spectrum disorders, cognitive impairments, orthopedic impairments, mental health disorders, deaf/hard of hearing.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- pediatric physical therapy principles and best practices
- assigned software
- program evaluation and data collection
- professional in-service training/development
- federal and state special education laws (IDEA, Section 504, ADA)

Ability to:

- assess and develop intervention plans for students with a wide range of disabilities
- adapt interventions to diverse educational environments.
- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets

- collaborate as a member of an interdisciplinary intervention team

Possess:

- strong organizational and documentation skills
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Excellent communication and collaboration skills to work effectively with students, staff, and families.
2. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
3. Maintain confidentiality on issues concerning program and staff.
4. Supervise and evaluate staff.
5. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Oversee and manage budgets.
14. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.