MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Physical Therapist
Department / Location:	School Building / District Wide
Reports to:	Building Principal and Director of Student Services
Employees Supervised:	None
Classification:	Exempt
Status:	School year
Created / Revised:	December 2025
Board Approved:	January 13, 2026

Position Summary

Under the direction of the Building Principal and Director of Student Services, the Physical Therapist provides school-based physical therapy services to students to remediate developmental delays and facilitate access and mobility within the educational environment. In addition to delivering individualized services, the Physical Therapist supports students' physical function and participation across school settings and collaborates on school-wide initiatives that promote health, wellness, accessibility, and inclusive educational practices.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide direct and indirect physical therapy services as specified in each student's Individualized Education Program (IEP).
2. Plan, implement and monitor gross-motor activities that allow students to access and benefit from their program of specialized instruction. The focus of these services includes, but is not limited to: academic functioning, daily living skills, play/leisure skills and work skills.
3. Consult and collaborate with school staff and/or parents in developing, implementing, evaluating and maintaining physical therapy interventions.

4. Assess and recommend adaptations to the environment and tasks to allow students to independently access and benefit from their program of specialized instruction.
5. Consult with school staff in making necessary environmental adaptations so that students can access school classrooms, buildings, playgrounds, and other facilities.
6. Provide training to special education assistants and other staff, as appropriate, in areas of expertise and best practices to enhance the motor functioning of students.
7. Consult with teachers, school administration, parents and others, as appropriate, regarding students' physical and gross motor development.
8. Consult and collaborate with medical, social services and other community providers, as appropriate.
9. Coordinate the delivery of physical therapy services with classroom teachers, special education staff and other providers to ensure consistency and equity in providing comprehensive special education services to students.
10. Assess gross motor function and the environmental accessibility of students referred for special education evaluation, and assist in determining the need for environmental adaptations and targeted interventions.
11. Maintain an accurate record and documentation of therapy sessions, consultations, parent communication and other pertinent activities.
12. Support general physical function and participation across school settings and collaborate on school-wide initiatives that promote health, wellness, accessibility, and inclusive educational practices for all students.
13. Complete billing accurately and in a timely manner, ensuring compliance with reimbursement policies.
14. Maintain appropriate certifications and training hours as required.
15. Comply with applicable district, state, local and federal laws, rules and regulations.
16. Attend work per contracted hours.
17. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as requested and relevant.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.
4. Flexibility for travel between multiple school sites may be required based on student needs.

Knowledge, Skills and Abilities

1. Working knowledge of the principles, best practices and ethical standards of Physical Therapy.
2. Working knowledge of relevant state and federal laws, rules and regulations and of applicable district policies and procedures.
3. Ability to communicate effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems.
4. Ability to consult with school personnel and provide education in developing and implementing effective physical therapy interventions for students.
5. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record

databases).
6. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
7. Excellent verbal and written communication skills.
8. Knowledge of assessments and clinical decision making skills to best evaluate student participation and independence.
9. Understanding of the scope of physical therapy practitioners in the state of Wisconsin, per WI DPI.

Working Conditions

1. Classroom, alternative school environments, homes, and community sites throughout the district and surrounding community.
2. Within the school environment: special education, classroom, small group instruction, therapy space, etc. depending on student needs and access to the curriculum.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Previous experience working as a Physical Therapist preferred.
2. CPR certification preferred.

Licenses and Certifications

1. State Licensure as a Physical Therapist
2. Valid Wisconsin Department of Public Instruction Physical Therapy license (O053), or eligibility to obtain appropriate license upon hire required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.