

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Coordinator of Motor Services

Schedule / Grade: Process Coordinator

Job Code: 01COORD337

FLSA: Exempt

Calendar: Process Coordinator 210 Days

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/26/2026

PURPOSE

This position will be responsible for coordinating occupational and physical therapy service delivery and managing the practitioners with evaluation, intervention, and documentation as regulated by the Individuals with Disabilities Education Act and section 504 of the Rehabilitation Act.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Recruit, interview, recommend hires to Director of Special Services, and on-board new staff for Occupational Therapy, Physical Therapy, and Adapted Physical Education
- Assign staff equitable workloads, monitor, and project staffing needs for over 600 students
- Guide staff utilizing best practice and assist in problem solving for evaluation, service provision decisions and strategies, collaborative goal development, 504 plans, and documentation
- Complete Staff Summative Reviews for OT/PT
- Facilitate NEE Evaluations for APE
- Provide human resources with OT/PT contact hour verification for salary schedule movement
- Plan and hold staff meetings for OT/PT/APE and professional development of OT/PT
- Collaborate with PE Coordinator for Professional Development of APE
- Meet with Director of Special Services regarding OT/PT service, staffing needs, and complex issues
- Communicate with coordinators regarding OT/PT service per DESE OT/PT/APE guidelines, professional practice acts, and licensure regulations

- Prepare annual budget for OT/PT
- Manage and maintain specialized equipment for students' safe access and participation
- Review student evaluations and IEPs
- Gather and disseminate information for transitioning students to determine staffing needs, assess specialized equipment for access, and coordinate with building staff
- Coordinate agreements between universities to reserve fieldwork placements and assign clinical instructors in Master and Doctorate level OT and PT programs
- Link community resources and school staff to enhance complimentary and comprehensive care and maximize opportunity for students

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Special Services

Supervises: K-12 Occupational Therapists, K-12 Physical Therapists, and K-12 Adapted PE Teachers

QUALIFICATIONS

Minimum: Occupational Therapy Degree from an ACOTE (Accreditation Council for Occupational Therapy Education) program or Physical Therapy degree from a CAPTE (Commission on Accreditation in Physical Therapy Education) program. Professional license to practice OT or PT in the state of Missouri through the Missouri Division of Professional Registration. Minimum of 5 years of professional experience in a pediatric, educational, or clinical setting

Preferred: Evidence of successful leadership skills; supervisory experience; extensive knowledge and experience with evaluations and service delivery in the public school system.

Ideal: Extensive knowledge of Columbia Public Schools. Comprehensive understanding of OT, PT, and APE within a school district and their intersections with other special education roles. Prior leadership role with OT, PT, and/or APE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents; Write routine reports; Communicate instructions to employees. Present information to staff and administrators; Respond appropriately to questions; Keep information confidential as required by law, policy, or the nature of a particular situation.

Computation: Apply concepts such as fractions, percentages, ratios and proportions to practical situations; Work with mathematical concepts, such as probability and statistical inference, and analyze data; Demonstrate the analytical skills necessary to resolve complex situations.

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Demonstrate executive functions such as planning, organizing, remembering, and regulating information; Receive and resolve complaints; Define problems, collect data, establish facts and draw valid conclusions; Demonstrate a high degree of accuracy, confidentiality, timeliness, and logic.

Technology: Demonstrate strong computer skills including word processing, working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Physical: Requires sedentary work involving standing or walking for brief periods, lifting up to 10 pounds on a regular basis, and considerable dexterity in operating office equipment; Consistent and regular attendance is an essential function of this position.

Sensory: This position requires normal visual acuity and field of vision, hearing and speaking.

Other Skills: Demonstrate strong interpersonal and non-verbal communication skills; Demonstrate strong written and oral communication skills; manage multiple tasks simultaneously; Maintain collegial working relationships with staff.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer