

Position:	School-based Physical Therapy Assistant (PTA)
Term:	Full Time – 9 Months
Classification:	Classified/Non-Exempt
Location:	District Wide
Qualifications:	Meet the requirements set forth by the Missouri Department of Elementary and Secondary Education (DESE) guidelines; Continued ongoing education is expected to maintain updated knowledge and skills
Supervisory:	No
Reports to:	Physical Therapist, Director of Special Services and Principals of assigned schools

The Physical Therapy Assistant supports the physical therapist in the provision of direct, indirect, and consultation services to students in order to enhance the acquisition of/or compensations for deficits of basic motor skills necessary for functional mobility and gait in the school environment as well as the student's physical capability for participating with peers during physical education, recess, and community integration activities.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Respond to requests for consultation on students or consults on specific program needs.
- Reports and confers with the physical therapist any observation data that relates to student performance.
- Reviews assessment results with the physical therapist.
- Confers with the therapist in the development of the Individualized Education Plan (IEP) goals and objectives.

- Participates in IEP conference as appropriate.
- Collaborates with therapist, school personnel and, as appropriate, with parents and community resource providers to assure that students have needed health services.
- Communicates to parents and team members in a professional and effective manner.
- Adheres to the frequency of intervention as determined by the IEP.
- Carries out IEP goals.
- Maintains written records that document therapy sessions and provide updated information on student progress.
- Assists Physical Therapist with and prepares end of the year progress reports on assigned students.
- When necessary, assist Physical Therapist with written communication to parents.
- Organizes Physical Therapy schedule for assigned students.
- Demonstrates appropriate planning and use of space and equipment when providing services.
- Practices proper safety techniques and precautions.
- Uses effective team approaches in working with therapist, teachers, parents, paraprofessionals and in other school personnel.
- Provides support and reinforcement of other educational goals and objectives as they relate to functional mobility, communication or self-care.
- Demonstrates knowledge of proper positioning, handling, transfers and exercise programs.
- Participates in the development of classroom gross motor groups.
- Instructs, consults, and assists with activities of daily living (ADL), toileting, and personal hygiene programs.
- Works in conjunction with the direction of physical education teacher and physical therapist in providing intervention during physical education.
- Consults, instructs and assists classroom teachers, aides and attendants regarding positioning and handling, exercise programs and their utilization.
- Assists in determining and meeting student's adaptive and positioning equipment needs, including orthotic and prosthetic need.
- Participates in construction, maintenance, and repair of adaptive and assistive equipment.
- Demonstrates knowledge of proper use and handling of equipment, orthotics and prosthetic devices and follows safety procedures in the use of this equipment.
- Instructs others (teachers, paras, parents,) in the proper and safe use of adaptive and assistive equipment, orthotics and prosthetics.
- Serves as a resource to parents regarding adaptive equipment.
- In conjunction with physical therapist, participates with outside resources regarding adaptive equipment.
- Acts a resource to school personnel and Student Assistance Team as they develop, and provide appropriate supports and services for students.
- Collaborates with team members to identify and find resources to meet the health needs of students and families. Adheres to rules and regulations.
- Observes designated working hours.
- Complies with leave regulations.
- Maintains documentation as directed.
- Performs other duties and paper work as required by physical therapy policies and procedures.

- Assists with ordering supplies and materials needed for physical therapy.
- Attends and participates in scheduled therapy meetings, in-services and school staff meetings.
- Participates in in-service training of staff regarding body mechanics in the positioning and handling of students and in the use of adaptive equipment.
- Attends school staff meetings if requested.
- Attends and participates in scheduled staffing on assigned students.
- Adheres to established federal, state, and local laws and regulations.
- Refines and develops professional skills through in-service training, professional reading, and continuing education.
- Maintains confidentiality of student information.
- Exchanges professional information with peers through formal and informal means, and through mentoring of new therapists.
- Demonstrate initiative and enthusiasm toward work.
- Demonstrate a sense of professional responsibility.
- Carry out all other duties as assigned.

Physical Demands

An individual who holds this position must have the ability to:
 Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
 Move around the classroom
 Read handwritten or printed material

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The conditions and environment reflect that of a typical classroom setting.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.