

Tri-County Area School District  
Plainfield WI 54966

JOB DESCRIPTION

JD MIS 309  
Updated: November 2010

**Position Title:**           **Physical/Occupational Therapist**

**Qualifications:**

- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Degree in occupational therapy or physical therapy from an accredited school.
- Current license from the Wisconsin Department of Regulation and Licensing, OT/PT Examining Board.
- Current Department of Public Instruction certification for occupational therapy (812) or physical therapist (817).
- Knowledge of assessments and therapeutic activities.
- Ability to develop programs that can be practiced by parents and staff.
- Knowledge and ability to assist in the measuring and fitting of assistive devices.
- Possession of valid Wisconsin driver's license or ability to meet travel requirements.
- Knowledge of technology for serving physically handicapped students or willingness to explore technical devices.

**Position Function:**

Serve as itinerant therapist to CESA 5 districts, and participate on Individual Educational Planning (IEP) Team to provide direct service functions. Provide services to children with exceptional educational needs and to staff/parents when required for the child to benefit from special education. Work to improve, develop, restore and/or maintain a child's sensory/motor function to enhance the child's potential to benefit from special education. In compliance with state and federal law, school physical and occupational therapists are related-service personnel in exceptional education programs.

**Specific Responsibilities:**

- Secure medical referral (required for OT) and medical background information (required for PT).
- Evaluation of children with disabilities, interpretation of test results, plan for appropriate intervention services.
- Responsible to attend IEP Team meetings and prepare necessary reports and forms.
- Collaborate with teacher regarding progress toward related service goals as outlined on the IEP according to the schedule on the IEP.

- Maintain progress notes, treatment plans, CWD enrollments. Medical Assistance billing, supervision of therapy assistant's log, and any other records required within the department.
- Communication with medical personnel, district, CESA staff and parents.
- Purchase, inventory, and maintain equipment and supplies.
- Provide related service to students as assigned, according to the frequency and duration outlined on the current IEP. Schedule make-up sessions to cover therapist absence in order to adhere to specifications of IEP.
- Maintain current treatment files according to OT/PT Department Policy.
- Adherence to CESA and Departmental policy and procedure.
- Participate in professional development and improvement activities.
- Provide inservice to districts, parents, and allied agencies as appropriate.
- Supervision of therapy assistants in accordance with federal and state law.

**Evaluation:** Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal(s).