

JOB DESCRIPTION
Cumberland County School District

CERTIFIED PHYSICAL THERAPIST ASSISTANT

Purpose Statement

The job of Physical Therapist Assistant (CPTA) was established for the purpose/s of providing physical therapy services to students identified with a variety of cognitive, emotional and/or physical illnesses or disabilities according to the students' Individualized Educational Plan and under the direction of the physical therapist.

This job reports to Director of Special Education.

Essential Functions

- Adapts school and classroom environment, tools and materials under the supervision of the physical therapist for the purpose of improving student functioning and facilitating student access to curricular and instructional activities.
- Adapts the environment and selects, designs and fabricates adaptive equipment and orthotic devices for the purpose of facilitating optimal functioning for students.
- Assists physical therapist with data collection and the assessment of the students' capabilities (e.g. developmental function, activities of daily living, gross motor function, postural tone, etc.) for the purpose of determining their deficits and developing recommendations.
- Attends meetings and workshops (e.g. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information when requested.
- Consults with physical therapists, occupational therapists, speech therapists, teachers, educational assistants, families, etc. for the purpose of providing requested information, reviewing/revising students' physical therapy goals/objectives, developing plans for services and/or making recommendations.
- Implements therapeutic activities (e.g. positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the student's IEP.
- Maintains files and/or records in cooperation with the Physical Therapist (e.g. progress reports, activity logs, etc.) for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance with various state, federal, and administrative regulations.
- Maintains physical therapy treatment equipment and supplies in clean and proper working condition for the purpose of implementing motor/therapy goals.
- Monitors the use of orthopedic braces, prostheses and other supportive devices and other adaptive equipment for the purpose of providing appropriate care to students, maximizing their academic success and/or supporting the students' IEP.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs site visits at multiple work sites for the purpose of providing therapy and assistance as required.
- Prepares written materials (e.g. activity logs, progress notes, reports, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Presents information (e.g. student performance data, clinical feedback, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides direct physical therapy services to students according to IEP for the purpose of ensuring compliance with established practices and procedures.

- Provides training, consultation, and instruction to teachers and teacher's assistants on the use of adaptive equipment for the purpose of ensuring such equipment is used safely and optimal benefits are achieved.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Transports a variety of items (e.g. puzzles, games, adaptive equipment, assessment tools, etc.) for the purpose of ensuring the availability of materials required for therapy sessions.
- Troubleshoots problems with adaptive equipment (e.g. recommending changes, developing, modifying, etc.) for the purpose of ensuring that equipment is in proper working order and/or providing alternative strategies.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in physical therapy; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: student behavior management skills; adaptive equipment; and physical therapy models, practices and theories.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; working as part of a team; displaying tact and courtesy; being empathetic and nonjudgmental; and establishing and maintaining effective relationships, especially with students.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 65% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education Community College and/or Vocational School degree with study in job related area

Requirement

This is a non-certified position.

Certificates & Licenses

Certificate by the National Board of Certification in Physical Therapy
Valid Driver's License and Evidence of Insurability

Continuing Educ./Training

Maintain Licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

\$30/hr