

## **Killeen Independent School District Job Description**

**Job Title:** Physical Therapist Assistant  
**Reports To:** Coordinator for Special Education Campus Operations and PT Supervisor  
**FLSA Status:** Exempt

### **SUMMARY**

Administers physical therapy interventions guided by an Individual Education Plan (IEP) delegated by a physical therapist to improve the students' functional independence at school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following under the direction of supervising therapist and/or district supervisor.

Complies with all legal and ethical guidelines of Texas Physical Therapy Practice Act.

Adheres to the Texas Physical Therapy Board Guidelines to maintain proper supervision between the Physical Therapist Assistant (PTA) and Physical Therapist (PT).

Organizes and implements physical therapy services and supports.

Makes minor adjustments in intervention delivery as needed that are consistent with the established IEP.

Refers problems or modification to intervention to the school physical therapist for solution.

Compiles, maintains, and files all reports, records, and other required documents to include but not limited to inputting evaluations, daily session notes, progress reports, and maintaining documentation for Medicaid Billing, as necessary, into the KISD informational management system.

Prepares and maintains a database of referrals and evaluations for each school assigned.

Provides direct, indirect, and consultative physical therapy intervention for individual students and/or groups as per IEP.

Consults with home and school personnel and outside agencies regarding needs of individual students.

Instructs, supervises, and monitors home and school personnel in the therapeutic management of students.

Obtains additional or supplementary information from appropriate persons, agencies, and/or available records.

Conducts informal screenings when requested by their supervising PT.

Documents, analyzes, and interprets data.

Participates in ARDC meetings as requested by supervising PT.

Makes recommendations for physical therapy intervention and/or suggests referrals for other services to their supervising PT.

Processes orders for equipment and supplies under the supervision of their PT.

Coordinates services and provides information to school personnel and community agencies.

Provides on-going information for administrative personnel regarding physical/motor disabilities, physical therapy services, and implication for student placement.

Provides informal and formal professional learning for all levels of educational and support personnel.

Integrates current professional knowledge and skill into physical therapy services and supports.

Plans and conducts training for parents and/or non-school personnel to facilitate the total growth of the student at school and in other settings.

Collaborates with school personnel to facilitate the participation of students in the total school program (e.g., field day adaptations).

Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

#### **QUALIFICATIONS**

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, skill, and/or ability required.

#### **EDUCATION and/or EXPERIENCE**

Associates degree in Physical Therapy

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Texas Board of Physical Therapy Examiners License as Physical Therapist Assistant

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.