

**TITLE:** Physical Therapy Assistant

**PURPOSE:** To provide physical therapy services to identified students with disabilities as indicated in the IEP

**QUALIFICATIONS:**

1. Graduate of a degree course of study from an accredited school of physical therapy assistant.
2. Licensed with the Illinois Department of Professional Regulation.

**REPORTS TO:** Special Education Administrator

**DUTIES & RESPONSIBILITIES:**

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. To assist in evaluation and testing of students.
2. To carry out PT treatment plans following written and/or verbal directions by physical therapist.
3. To assist in writing and updating goals.
4. To keep daily contact records and progress notes.
5. To assist in writing quarterly progress reports.
6. To assist in therapy scheduling.
7. To keep records and files in order.
8. To carry out behavior plans during treatment time as directed by the IEP.
9. To have knowledge of multi disciplinary IEP goals and objectives as well as other objectives.
10. To attend team meetings.
11. To attend annual reviews and other staffings as directed by therapist.
12. To be aware of medical information and procedures for individual students as well as general conditions.
13. To accompany and assist students in community and vocational situations as appropriate to therapy goals, on approval from therapist.
14. To assist students in physical education, music, lunch, recess, leisure, and other building activities, as appropriate to therapy goals, with therapist approval.
15. To lift, position, and physically assist students as needed by other therapy staff or classroom staff.
16. To fabricate/modify/repair equipment and material, including student wheelchair, positioning equipment, self-help aids, ambulation equipment, etc.
17. To attend in-service training and learn about and update skills regarding new therapy techniques and technology.
18. To be willing to learn about and use signing, communication systems, computers, and electronic devices as appropriate to student goals.

19. To consult with classroom staff, support staff, family, physicians, vendor, and agencies regarding students' programs and equipment needs.
20. To assist in cleaning/maintenance of therapy room equipment and materials.
21. Perform such other tasks and assume such other responsibilities as may be assigned.

**TERMS OF EMPLOYMENT:**

Salary is based upon salary schedule established through the Administrative District's Board.  
176 Days per year.

**FSLA:** Non-Exempt

**GRADE LEVEL:** 6A

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Administrative District's Board policy on Evaluation of Professional Personnel.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to kneel, squat, stand, climb, jump, skip, walk, sit, see, talk, and hear. The employee must lift and/or move up to 50 pounds. The employee may be required to physically restrain students who are a danger to themselves or others.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, compile, instruct, synthesize, evaluate, use interpersonal skills,

Approved by BOE 1/23/18  
Updated BOE 6/28/2022

negotiate, and maintain emotional control under stress. The employee frequently is required to compute. The employee occasionally is required to copy.

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.

*Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.*