

**Roswell Independent School District
Job Description**

Job Title: PHYSICAL THERAPIST ASSISTANT

Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES

General Job Description:

To assist in providing physical therapy services to eligible students.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, teaching staff, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Assist in implementing intervention strategies to meet goals of the IEP.
8. Assist with documentation.
9. *Submit Medicaid notes 10 business days from the date of completion of service with approval of the Physical Therapist.*
10. Maintain confidentiality of students according to the guidelines of the Health Insurance Portability and Accountability Act (HIPAA).
11. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
12. Report to work on time and work no less than 7.25 hours per day.
13. Work independently with very little supervision.
14. Other tasks as may be deemed appropriate and necessary by your immediate supervisor.

Supervisory Responsibilities:

None

Experience and Education:

1. Associate Degree in Physical Therapy.
2. Must be currently licensed as a Physical Therapist Assistant (P.T.A.) by the New Mexico Physical Therapy Regulation and Licensing Board and the State Department of Education of New Mexico.
3. Valid Driver's license and Car Insurance (if traveling from site to site)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments in a timely manner. After hours work may be required. May make site or home visits when needed. May work under stressful conditions on occasion.

PHYSICAL THERAPIST ASSISTANT (CONT'D)

Terms of Employment:

Salary and work year to be established by the School Board.

I have read and understand the responsibilities and duties as described in this job description.

Signature

Printed Name

Date