



POSITION DESCRIPTION

JOB TITLE: Coordinator, OT & PT Services		
Job Class: 1019		
DATE	DEPARTMENT OR SCHOOL Special Services	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Ensures that all students requiring occupational (OT) and/or physical (PT) therapy receive those services as defined in their Individual Education Plans (IEP's). Provides assignments, supervision, caseload management and performance evaluations for all occupational and physical therapists. Interviews, recommends for hire and trains qualified occupational and physical therapists. Works collaboratively with special education supervisors, principals, parents and community members to ensure appropriate services are provided.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Ensures there is adequate therapist staff to cover all necessary occupational and physical therapy assignments. Arranges staff based on student and school needs and according to DPI mandates. Works with staff to ensure coverage for new students. Manages the caseloads for OT's and PT's, changing assignments as required and necessary to cover for leaves of absence and other situations.
2. Provides occupational and physical therapists with performance evaluations as outlined in the MTEA contract.
3. Manages the evaluations of new students for OT/PT services by assigning staff to complete evaluations within the timelines established by state and federal laws
4. Oversees, plans and implements staff development activities through large group presentations and small workgroups. Maintains current resource materials for use by the staff.
5. Monitors the appropriateness of IEP goals, treatment plans and levels of service delivery.
6. Serves as resource for the therapy module of the database system. Monitors and provides assistance for completion of electronic documentation for Medicaid and other third party billing.
7. Serves as a resource and support on a variety of issues relating to student care for field staff, principals, parents and community organizations.

8. Serves as a member of the negotiating team for Local 150, Food Service (which includes the Handicapped Children's Assistants).
9. Represents Special Education on the Special Olympics Advisory Board and MPS Adaptive Sports Advisory Committee.
10. Collaborates with community-based therapy providers such as Children's Hospital of Wisconsin and Penfield Children's Center to ensure that there is coordination of services between school-based and medically-based providers.
11. Updates and revises annually the therapy manual for Milwaukee Public Schools (MPS). Ensures therapists are informed of all district policies and procedures.
12. Maintains current knowledge base on issues related to OT/PT through conferences, educational seminars and literature.
13. Actively supports the MPS Strategic Plan.
14. Completes other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision only, refers matters to superiors when questions arise. Employee physically removed from supervisor.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total supervision for 42 direct reports, 27 occupational therapists and 15 physical therapists.

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires appropriate degrees in either physical or occupational therapy. Must maintain a current Wisconsin license in occupational or physical therapy. Current licensure from DPI as an occupational or physical therapist is required. Master's degrees in appropriate, related fields are desired.

Experience Requirements

Position requires a minimum of three years of pediatric therapy experience, preferably in a school setting.

Knowledge, Skills, and Abilities

Effective oral, written and interpersonal communication skills are essential. The ability to work with a wide range of constituencies in a diverse community and to provide appropriate information on procedures to affected people is necessary. Incumbent must be able to gather data and compile critical information to prepare reports. Must be able to make administrative and procedural decisions and judgments. The incumbent should have the ability to lead and train staff and develop performance management goals and plans. The ability to analyze budgetary expenditures and adhere to a final budget is required. Knowledge of current therapy principles and procedures is required. Proficient skills in Microsoft Office software, to include word processing, spreadsheet and database applications, are required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Environment is that of a typical office. Moderate physical activity such as walking and standing is necessary. Travel throughout the Milwaukee area is required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Those associated with a general office environment. Some travel.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.