

COLLIN COUNTY SPECIAL EDUCATION COOPERATIVE JOB DESCRIPTION

JOB TITLE: Occupational Therapist/Physical Therapist
REPORTS TO: Director of Special Education/CCSEC Coordinator

JOB RESPONSIBILITIES

- 1. Organize and implement appraisal duties for assigned districts/campuses which will result in provision of services in compliance with state and federal guidelines.**
 - A. Administer screening and in-depth assessment reports. Assessment reports will include suggestions for the Admission, Review and Dismissal Committee to consider in its decision relative to therapy services.
 - B. Interpret diagnostic data in an educationally appropriate manner.
 - C. Assume responsibility for and maintain confidentiality relative to student.
 - D. Provide direct therapy and/or consultation to individual and/or small groups of students.
 - E. Provide consultation relative to architectural barriers when requested.
 - F. Cooperate and communicate with LEA/CCSEC personnel relative to student needs, programming and progress.
 - G. Prepare, maintain, and turn in implementation plans and progress reports relative to ongoing therapy and/or consultation.

- 2. Perform other duties and functions as required by the supervisor.**
 - A. Participate in periodic planning sessions with district and CCSEC personnel.
 - B. Participate/assist in staff development training sessions to enhance professional growth.
 - C. Provide consultative assistance to school personnel and parents.
 - D. Provide assistance in the selection, acquisition and use of therapeutic/adaptive/assistance equipment and/or devices.
 - E. Cooperate and communicate with the administrators of scheduled schools and the CCSEC office by reporting any deviation of schedule or absence.

- 3. Maintain a professional attitude in all matters relation to assigned position.**
 - A. Perform liaison duties between the CCSEC and assigned district, community agencies and other outside resources.
 - B. Maintain a positive and supportive attitude when working with teachers and administrators.

- C. Evidence flexibility in meeting the demands of local school program and administrators.
- D. Evidence ability to complete routine record keeping tasks promptly and accurately.
- E. Organize daily work schedule to maximize productivity.
- F. Effectively communicate pertinent information which assists program director to evaluate operational procedures and guidelines.
- G. Demonstrate regular and punctual attendance.
- H. Carryout other duties as assigned.