

<b>Job Title:</b>	Facilitator OT and PT	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Special Education Evaluation Services	<b>Pay Grade:</b>	105
<b>Dept./School:</b>	Special Education Evaluation Services	<b>Date Revised:</b>	May 11, 2023

**Primary Purpose**

Coordinate Special Education activities; monitor departmental compliance with Federal and state Special Education regulations; provide leadership, and guidance for support staff and campus personnel. Assure the enforcement of policies, standards and objectives established by the Board of Trustees, District administration, the Texas Education Agency, accreditation organizations and funding sources.

**Qualifications****Education/Certification**

Valid License by the Texas Board of Occupational Therapy Examiners or Texas Board of Physical Therapy Examiners

**Special Knowledge/Skills**

- Demonstrate leadership ability in working with other administrators, teachers, students, staff, parents and general public
- Excellent organizational, communication, presentation and interpersonal skills
- Thorough knowledge in provided services to students with disabilities in an educational setting
- Thorough knowledge of federal and state laws regarding the education of all students with disabilities
- Ability to work well with diverse groups of people
- Demonstrate experience in supervision of staff
- Knowledge of medical information and indications for occupational and/or physical therapy treatment
- Skill in use of tests and measurements for assessing physical function
- Ability to administer manual exercises and occupational/physical therapy treatments

**Experience**

Three (3) years' experience as an occupational therapist or physical therapist in a public school setting

**Major Responsibilities and Duties**

1. Provide leadership by formulating objectives, guidelines and procedures for Special Education staff.
2. Supervise and evaluate staff in accordance with District policies and procedures.
3. Assign, monitor, and review progress and accuracy of the work performed by the assigned evaluation staff; use data to assign caseloads.
4. Serve as a member of the multidisciplinary evaluation team.
5. Participate in ARD committee meetings when appropriate and necessary to ensure eligibility, appropriate instructional and related services goals and objectives.
6. Oversee the development and delivery of effective services in individual occupational therapy and physical therapy plans.
7. Ensure evaluation (initials, re-evaluations) timelines are met in accordance with district, state and federal regulations.
8. Oversee the completion and submission of Service Delivery Logs on a timely basis.
9. Monitor student eligibility files to ensure compliance with federal, state, and district regulations.
10. Keep abreast of current and emerging professional trends in evaluation, related services and developments affecting special education and instructional strategies and recommend modifications that will improve student performance
11. Coordinate the development and dissemination of policies and procedures for educational programming of students eligible under the Individuals with Disabilities Education Act (IDEA) 2004.
12. Coordinate Special Education Occupational and Physical Therapy Services and evaluations for the district.

13. Promote positive relations through effective communication and coordination of Special Education services with regular, bilingual and Career and Technical Education.
14. Identify Special Education needs and assist in planning and implementing staff development and assistance for Special Education staff necessary to perform job-related duties in an effective, efficient and appropriate manner.
15. Ensure that Special Education activities are consistent with federal and state rules and regulations as well as District policies and procedures.
16. Review, recommend and monitor selection of appropriate evaluation, instructional materials, adaptive equipment and programs.
17. Collaborate with other professionals in developing and maintaining state and federal education documentation requirements.
18. Prepare local, state and federal reports as required.
19. Develop and monitor departmental budgets.
20. Serve as a resource and support person to District personnel.
21. Oversee the planning of direct and consultative services consistent with occupational/physical therapy goals contained in students' Individual Education Plans (IEP).
22. Oversee and assist staff with adaptive equipment and devices to promote students' maximum independence in school and home durable medical equipment.
23. Consult with district and outside personnel including private therapists and other medical staff regarding the physical and medical needs of students as necessary.
24. Develop and coordinate continuing evaluation of the occupational and physical therapy program and implements changes based on findings.
25. Collaborate with the campus administrator to facilitate a support system for special education service delivery.
26. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Occupational Therapists, Physical Therapists, Certified Occupational Therapy Assistants and Physical Therapy Assistants.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; frequent prolonged and irregular hours. Require prolonged use of the computer, and repetitive hand motions. Frequent District-wide travel. Valid Texas/New Mexico driver's license. Frequent standing, stooping, bending, reaching, pulling, pushing, heavy lifting, and moderate carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities. Attendance at the work site is required to meet essential functions of the job.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

---

---

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

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.