

Rantoul City Schools District 137

Job Description

Position Title: Physical Therapy Assistant

Department: Special Education

Reports to: Assistant Superintendent, Assistant Director of Special Education, District Physical Therapist

FLSA Class: Non-Exempt

SUMMARY:

Under the direction of the Director of Special Education and Physical Therapist, the Physical Therapy Assistant aids the Physical Therapist in the delivery of services for children with identified motor needs in the context of educational relevance.

SUPERVISES:

1. Physical Therapist Assistant Interns (as needed)

QUALIFICATIONS:

1. Licensed graduate of a two-year associate degree program in physical therapy from an accredited college or university;
2. Physical Therapy Assistant License from the State of Illinois Department of Professional Regulations;
3. Willingness to serve other districts upon request and schedule availability

DUTIES:

1. Develop and maintain rapport and interpersonal relations with students, teachers, parents, administrators, and other school personnel.
2. Maintain a professional appearance.
3. Demonstrate ability to work effectively as part of a team.
4. Demonstrate ability to respect differing opinions, accept constructive criticism, and handle conflict.
5. Demonstrate strong oral and written communication skills.
6. Utilize technology as required.
7. Demonstrate organizational skills.
8. Maintain regular attendance and arrive promptly according to schedule.
9. Comply with timelines for evaluations, reports, and other assigned tasks.
10. Identify needs for professional growth and engage in professional growth activities.
11. Maintain confidentiality of student information.
12. Report questions and concerns to immediate supervisor.
13. Comply with all local, state, and federal health, life, safety, and education rules and regulations.
14. Cooperate and maintain liaison between district superintendents, supervisors, directors, teachers, parents, students, appropriate personnel, and community agencies providing assistance to improve the quality of service.
15. Complete forms required for statistical reporting.
16. Administer physical therapy treatment as outlined in "Recommended Practices For Occupational and Physical Therapy Services in Illinois Schools" 2003, Illinois State Board of Education
17. Recommend Change in treatment to physician if indicated.
18. Discuss condition and treatment course of students with physician, teachers, parents, school nurses, and school administrators.
19. Effectively consult with classroom teachers in regards to therapy programs, appropriate positioning techniques, appropriate classroom activities, and suggested uses of adaptive equipment.
20. Maintain records pertinent to treatment of students.
21. Participate in development of Individual Education Programs for each student served.
22. Evaluate progress of treatment plans
23. Evaluate the need for new equipment or repair of old.
24. Attend and participate in staffing conferences
25. Suggest curriculum modifications for children receiving physical therapy. Interpret diagnosis and prescribed therapy plans and effectively communicate to school staff in layman's language.
26. Perform other duties as assigned.

MENTAL DEMANDS:

1. Ability to communicate (verbal and written); ability to instruct students, and effectively communicate with parents and colleagues.
2. Ability to maintain emotional control under stress.
3. Ability to use web-based programs, e-mail, and technology (laptop, Smartboard, etc.)

WORKING CONDITIONS:

1. Indoor classrooms/School, exposure to: student noise, lawn mowing, music, odors of food, mowed grass and possible communicable diseases.
2. Outdoor schoolyard and grounds, exposure to; temperatures (hot warm, cool, cold), and exposure to mowed grass.
3. Regular work attendance
4. This position does not qualify for remote work.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk				X
Sit			X	
Use hands dexterously(use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance				X

Stoop/kneel/crouch or crawl				X
Talk or hear				X
Smell		X		
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds				X
up to 50 pounds			X	
up to 75 pounds		X		
up to 100		X		
more than 100 pounds		X		

TERMS OF EMPLOYMENT:

- Compensation for this position will align with the non-CBA wage scale for Certified Occupational Therapy Assistants & Physical Therapy Assistants

SALARY: To be established by the Board

EVALUATION: Assistant Director of Special Education

Adopted by RCS #137 Board of Education: 7/17/2025