

**MID-VALLEY SPECIAL EDUCATION COOPERATIVE
OT/PT DEPARTMENT ADMINISTRATIVE TASKS
June 5, 2013**

Recruitment/Hiring (Also Administration)

- Recruitment of all OT and PT staff which includes advertisement costs (if any), screening, interviewing and hiring candidates. Includes negotiating and management of private contractual agency contracts, if necessary.

New Staff Orientation and Training (Also Administration)

- Orientation to policies, department guidelines, documentation requirements and procedures, student service delivery requirements, i.e. parent releases and prescriptions, equipment loan procedures, evaluation procedures.
- Orientation to assignments/ buildings, documentation processes and referral screening procedures.
- Professional development/expectations for student goal development, service delivery models, progress systems and data keeping.

Assignments

- Plan for caseloads including determining initial caseloads, monitoring caseload size and service delivery approach, and re-adjusting caseloads throughout the school year.
- Communication of staffing needs with administrators and appropriate district staff.
- Maintain records on caseloads and evaluations completed to date and compile information for administrative liaisons and the Board.
- Maintain records of screenings and report regularly to the administrative liaisons and the Board.

Projections

- Conduct yearly assessment of current OT/PT caseloads and pending referrals.
- Recommend staffing patterns/assignments.

Supervision and Evaluation

- Collaborate with therapists in creating professional growth plans.
- Conduct required observations to evaluate performance including direct observation of student interventions.
- Collaborate with district staff regarding staff performance and communication issues.
- Complete written documentation of staff performance.
- Monitor staff performance, address performance issues, conduct evaluations per Mid-Valley guidelines and conduct disciplinary reviews, if necessary.

Technical Assistance

- Support district therapists in day-to-day questions and issues related to student services.
- Attend staffings as needed to provide and support.
- Review written evaluations and APRs for new staff.
- Create documents, procedures, forms.

Professional Development (Also Administration)

- Determine training needs of the therapists; provide funds for workshops, travel.
- Plan and arrange for in-service training using staff, local and national speakers.

- Keep abreast of professional changes in practice act and/or professional organizations that impact service delivery in the schools, best practices, legal and regulatory compliance.
- Attend appropriate regional and network meetings.
- Train staff in district-specific procedures as IEP systems, data entry and student records systems.
- Conduct monthly staff meetings.
- Monitor CEUs/Professional development for each therapist.

Standardized and non-standardized testing kits and materials

- Provision of specialized testing kits for use for initial testing and re-evaluation of students to support recommended service delivery models and frequencies.

Therapy supplies and treatment equipment (Also Administration)

- Maintain adequate equipment inventories.
- Review therapist equipment requests.
- Organize equipment purchase requests for review by district administration.
- Assist staff in obtaining equipment from sources, negotiating prices.
- Negotiate reduced shipping and handling from key vendors.
- Provide updated written information and product demonstrations at department meetings.
- Manage equipment inventory and coordinate the movement of equipment for ESY and school year regarding OT/PT needs.

Secretarial Support (Also Administration)

- Update caseloads, manage projections; EI to ECE referrals.
- Manage files, requests for Releases of Information forms and Physician referrals.

Liability Insurance

- Provided by Mid-Valley for all therapy staff, in addition to Mid-Valley's general liability insurance.

Financial (Also Administration)

- Budgeting
- Purchasing/Inventory

Technology (Also Administration)

- Laptops
- Related software/IT support

Central Administration Support (General)

- Payroll
- Legal
- Unemployment
- Workers' Compensation
- Billing for services
- Payroll
- Negotiations/Personnel Issues
- Safe Schools Training
- AESOP
- Retirement costs