

## **Hobbs Municipal Schools Job Description**

**Position:** Physical Therapist Assistant

**Supervisor:** Director of Special Education and Physical Therapist

**General Job Description:** To assist in providing physical therapy services to eligible students.

**Qualifications:**

1. High school diploma or GED
2. Must be licensed by the New Mexico Physical Therapist Regulation and Licensing Board and the State Department of Education.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Follow district policies and administrative rules and regulations.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Assist in implementing intervention strategies to meet goals of the IEP.
7. Assist with documentation.
8. Complete Medicaid billing requirements.
9. Maintain required continuing education units.
10. Provide timely reporting to required recipients.
11. Maintain current and timely therapy notes.
12. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. May work directly in teacher's classroom, a vacant room, storage room or unheated hallway. Must be mindful of child's safety during class changes if working in hallway. This job requires much traveling in a given day, dependent upon student caseload in a school district. May make site or home visits as needed. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

1. Bloodborne Pathogens Standard Training
2. Knowledge of Injury Prevention
3. Training in First Aid and CPR

**Equipment/Material handled:**

Wheel chairs, adaptive equipment seating devices, walkers, crutches, assistive devices, therapeutic equipment, therapy balls, bolsters, weights, etc. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.