



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF  
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

07/21/2020

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the revision of the "Licensed Physical Therapist" and "Occupational Therapist, Registered" job descriptions.

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board"; 03.233 "Duties": Job Description

**HISTORY/BACKGROUND:**

After a standard review of the job descriptions for the positions of "Licensed Physical Therapist" and "Occupational Therapist, Registered", the Special Education department and Human Resources department recommends revisions to each job description to reflect the current job qualifications, responsibilities, and terms of employment of each position.

**FISCAL/BUDGETARY IMPACT:**

No fiscal impact.

**RECOMMENDATION:**

It is recommended the Board approve the revision of the "Licensed Physical Therapist" and "Occupational Therapist, Registered" job descriptions.

**CONTACT PERSON:**

Marta Scott, Director of Special Education; Matt Rigg, Executive Director of Human Resources

  
Principal

  
District Administrator

  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County School District  
Job Description: ~~Licensed Physical Therapist~~, **Licensed**  
Job Class Number: 7291

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TITLE: ~~Licensed Physical Therapist~~, **Licensed**

QUALIFICATIONS:

1. Hold current licensure (Physical Therapist) in the State of Kentucky

REPORTS TO: ~~An Assistant Superintendent, Executive Director~~, **Director of Special Education** or designee

SUPERVISES: None

JOB GOAL: To identify, evaluate and provide specialized services directed towards the development and maintenance of the handicapped student's physical potential or independence in all education related activities. Physical therapy is a related service in which the therapist is a member of an inter-disciplinary team whose purpose is to provide an appropriate educational program for identified handicapped students

PERFORMANCE RESPONSIBILITIES:

1. To provide physical therapy evaluations, as prescribed by a licensed physician, as part of multi- factored evaluations in areas of motor skills and coordination, self-care, muscle strength and range of motion, postural reflexes, needs for adaptive devices and/or prosthesis and vocational skills
2. To comply with local, state and federal regulations regarding due process procedures
3. To assist in the development of individualized educational goals and strategies based on evaluation data and the physician's prescription
4. To work cooperatively with local district administrators, administrators of assigned schools, teachers, parents and other support service team members
5. To provide physical therapy services designed to improve or maintain the student's physical potential or independence
6. To provide counseling and guidance for parents, students, teachers and other personnel
7. To establish a caseload in compliance with state standards and federal mandates regarding students with suspected handicaps
8. To formulate jointly formal long and short term goals to meet individual needs, to maintain complete student files for all students enrolled for service
9. To provide therapy to improve or restore strength and/or range of motion impaired or lost through illness, injury and/or deprivation as related to the educational program and encourage motor and reflex development of the child
10. To function as a consultant with the child's parent and school personnel
11. To direct and supervise the activities of the certified physical therapy assistant when appropriate
12. To instruct students, parents, teachers and other school personnel in the use of techniques and equipment
13. To assist in the provision of the specialized and adaptive equipment to aid the child in performing ambulation, physical exercises, communication skills, wheelchair activities and proper positioning
14. To make appropriate referrals to medical agencies, specialists and other professionals on a need basis and approved by parent
15. To comply with KCBE (Kenton County Board of Education) policy and procedures including protecting confidentiality of students
16. To promptly submit all administrative reports and forms by the deadline stipulated
17. ~~To maintain professional currency and actively participate in growth and development programs~~ **Keep current with all educational developments and practices related to assignment**

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Job Description: ~~Licensed Physical Therapist~~, **Licensed**  
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- 18. **Attend and/or presides over all required meetings and other meetings as the supervisor designates**
- 19. **Maintain regular attendance**
- 20. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- **Days per fiscal year:** 192 Days
- Salary Schedule: Bachelors - S7, Masters - S9 **on Classified Professional Salary Schedule**
- **Fair Labor Standards Act (FLSA Status):** Exempt

EVALUATION:

Performance of the position will be evaluated annually by ~~An Assistant Superintendent, Executive Director,~~  
**Director of Special Education** or designee

APPROVED: 05/16/1994

REVISED: 06/01/2015, 08/30/2015, 06/14/2018, 06/01/2020

Kenton County School District  
Job Description: Occupational Therapist, Registered  
Job Class Number: TBD

TITLE: Occupational Therapist, Registered

QUALIFICATIONS:

1. ~~An occupational therapist must have completed an accredited education program and all fieldwork education requirements. All baccalaureate post-baccalaureate certificate, and professional master's programs are accredited by American Medical Association and the American Occupational Therapy Association.~~ Hold an entry-level bachelors, masters, or doctoral degree in occupational therapy from a regionally accredited occupational therapy program as verified by the Accreditation Council for Occupational Therapy Education (ACOTE)
  - a. As of January 2007, all entry-level programs will be at the post-baccalaureate level
2. ~~Certification/Licensure: The occupational therapist must be certified by the Occupational Therapy Certification Board (OTCB) following successful completion of the national certification examination, must be licensed in Kentucky.~~ Pass the occupational therapy registration examination and hold a current, active Kentucky license to practice as issued by the Kentucky Board of Licensure for Occupational Therapy
  - a. License must be renewed annually, before October 31, with payment of a renewal fee and evidence of the required 12 continuing competency units

REPORTS TO: Director of ~~Federal Programs~~ Special Education, or designee

SUPERVISES: None

JOB GOAL: ~~Registered occupational therapists in educational systems are considered to be related service personnel. The occupational therapist is responsible for assessment, planning, and goal development and for providing appropriate intervention services designed to enhance the student's potential for learning, to assist the student in acquiring those functional performance skills needed to participate in and benefit from the educational environment, and to help the student function independently.~~ The occupational therapist is responsible for assessment, planning, and goal development, as well as facilitating access to curricular and extracurricular activities for all students through supports, design planning and other methods. Additionally, they play a role in training parents, other staff members, and caregivers regarding educating students with diverse learning needs (AOTA, 2004).

PERFORMANCE RESPONSIBILITIES:

1. ~~Dispense medication to students, maintain accurate records of medications given and maintain secure storage thereof. Assist principal in securing parental permission for medications.~~ Suggest and employ strategies, adaptations, modifications and/or assistive technology to reduce barriers that limit student participation and increase success throughout the school day
2. ~~Provide for medical needs of students as dictated by school admission and release committee (ARC). This may involve occasional dressing change or application, blood pressure checks, bronchial suctioning, assistance during seizures or other treatments a registered nurse is authorized to give.~~ Select and administer appropriate assessment tools and interpret/report evaluation results correctly including functional performance of students within the school environment and educational relevance of assessment information
3. ~~Provide first aid to students as needed and assist staff in learning various first aid procedures.~~ Analyze what a student needs to participate successfully in a school setting by assessing areas of occupation, and the combined influence of individual characteristics, performance skills, performance patterns, (e.g.

Kenton County School District  
Job Description: Occupational Therapist, Registered  
Job Class Number: TBD

- routines, habits, and roles), the educational context, and specific activity demands
4. Confer with principal, staff and parents and recommend various medical or social work specialists as the students' health needs may require. Exemplify knowledge of current federal/state/district policies and procedures pertaining to special education and due process requirements
  5. Maintain required medical records, assisting teachers as needed in periodic screenings and checking of immunizations, etc. Train parents and school staff in activities and accommodations to be implemented throughout the student's day
  6. Serve as consultant on health-related matters in school curriculum and in conferences with parents involving health-related matters. Observe and critically analyze student performance and responses that prevent the student from benefiting from his/her educational program
  7. Identify, select, and adapt special materials and equipment to enhance the student's benefit from his/her educational program
  8. Identify and optimize natural opportunities for embedding skills during daily routines
  9. Collaborate and coordinate with teachers for needed change in instructional strategies and learning environment for students on caseload and for RTI interventions
  10. Document all treatment sessions, consultation sessions, evaluations into record keeping files as directed by the district supervisor
  11. To comply with KCBE (Kenton County Board of Education) policy and procedures including protecting confidentiality of students
  12. To promptly submit all administrative reports and forms by the deadline stipulated
  13. Keep current with all educational developments and practices related to assignment
  14. Attend and/or presides over all required meetings and other meetings as the supervisor designates
  15. Maintain regular attendance
  16. Perform such other tasks as may be assigned by principal Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT: Salary and work year as established by the Board.

- Days per fiscal year: 192 Days
- Salary Schedule: Bachelors - S7, Masters - S9 on Classified Professional Salary Schedule
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by principal of the school the Director of Special Education or designee

APPROVED: 09/09/1985

REVISED: 05/16/1994, 06/14/2018