**Board Memo**

**DATE:** 2/8/2024

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources, Special Education

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Creation of Substitute Occupational and Physical Therapist Job Descriptions and Salary

**Date/Term (Beginning and End Dates/Year)**

February 9, 2024

**APPLICABLE BOARD POLICY & STRATEGIC PLAN GOAL:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description; Strategic Plan Goals 2A, and Goal 4

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Currently, when an Occupational Therapist (OT) or Physical Therapist (PT) requires a long-term leave of absence the district relies on retired or contracted OT’s or PT’s to fill those long-term absences. The current pool of retired OT’s and PT’s is not always large enough to cover the number of long-term OT and PT absences and utilizing an outside agency to provide an OT or PT for a long-term absence is very expensive. Additionally, the agencies that typically provide this service do not consistently have a qualified OT or PT available.

Failure to fill these long-term absences puts additional strain on the rest of the OT, PT, and special education staff to meet the Federally mandated IEP minutes for every student receiving these services.

The creation of Substitute Occupational Therapist and Physical Therapist job descriptions, and corresponding modification of the salary schedule, would allow the district to more consistently provide qualified long-term substitutes for OT and PT positions.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$289 per day; total cost will depend on the number of absences filled by Substitute Occupational and Physical Therapist

**Funding Source**

General Funds; IDEA

**\*If more than one funding source, list below along with amount or percent for each source**

Percentage from each funding source will depend on the number of absences filled.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

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**RECOMMENDATION:**

It is recommended that the Board approve the creation of the Substitute Occupational Therapist and Substitute Physical Therapist job descriptions, and modification of the substitute salary schedule

**CONTACT PERSON: (submitter)**

Eric Ball, Director of Human Resources; Jodi Hall, Director of Special Education