

**DEPARTMENT OF EDUCATION
State of Hawaii**

Job Description

School Based Physical Therapist Aid

(Position Description, Class Specification & Minimum Qualification Requirements)

All Positions

HE-8

8F.311

Function and Location

This position works in the physical therapy program in an educational setting and is responsible for independently providing itinerant school-based physical therapy services to students.

Key Duties and Responsibilities

1. As stated in the Individualized Education Program (IEP), administer predetermined physical therapy treatment procedures which include active (patient assists you in movements) and passive (all movements done for patient) exercises and maintenance (to maintain the present level of functioning) and skilled (to improve the level of functioning) activities. This may include walking training, range of motion and positioning activities, functional activities such as rolling, crawling, walking in parallel bars, crutch training, transfer training on wheelchair, mat, classroom chairs, toilets, etc.
2. Observe and record the effectiveness of treatment and progress. Make suggestions to the physical therapist on matters connected with the developmental training of the physically disabled student, including modifications to the treatment plan.
3. Recognize improvement and/or regression in the student's physical therapy abilities.
4. Recognize the signs of illness, symptoms and unusual behavior which indicate a change in the usual condition of the student. Report changes to the supervisor.
5. Assist with transfers/transport by lifting and positioning student.
6. Apply braces and prosthesis; assist student in the use of therapeutic equipment.
7. Protect the safety and welfare of the student during treatment.
8. Make oral/written reports of observations and activities to the supervisor.

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Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Fit, adapt, maintain and repair special rehabilitation equipment and appliances; instruct educational assistants working with physically disabled students on an informal basis on the proper application of braces, proper body mechanics in lifting, sitting and standing and ambulation; along with the physical therapist, participate in the IEP and in case conferences with parents and school personnel; update information in databases; maintain statistical data; and perform other related duties as assigned.

Knowledge and Abilities Used in Performing Key Duties

Knowledge of the policies, procedures and work rules of the work site. Demonstrated proficiency in the application of all of the knowledge and abilities, specified below in providing the full range of services to the student, independently.

Controls Exercised Over the Work

A physical therapist provides supervision to the position.

Instructions Provided: The position receives general guidance in the areas they have been trained in and can ably perform.

Assistance Provided: Work is performed independently with specific guidance only in new and unusual situations.

Review of Work: Work is evaluated daily for timeliness and regularly checked through scheduling, personnel feedback to the supervisor and is reviewed through written reports and hands on-review of the student's progress through regularly scheduled visits and testing.

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Prerequisite Qualifications Required

Education: Applicants must meet one of the following minimum education requirements which have been established by the State of Hawaii Department of Education for compliance with the requirements set forth for paraprofessionals in the federal No Child Left Behind Act of 2001.

1. Successful completion of 48 semester credit hours creditable toward an Associate in Arts, in Science, or a Bachelor's degree from a regionally accredited college or university recognized by the Hawaii Department of Education. At least 6 semester credit hours must have been from coursework in English and Mathematics.
2. Possession of an Associate in Arts or Associate in Science degree from a regionally accredited college or university recognized by the Hawaii Department of Education.

Experience and Essential Knowledge and Abilities: One year of work experience which involved the responsibility for independently providing physical therapy treatment procedures and related duties within prescribed treatment plans developed for individuals with disabilities. Such experience must have been comparable in scope and complexity to the full performance level of a physical therapist aid in State service and demonstrated knowledge of the full range of physical therapy treatment procedures (i.e. active and passive exercises and skilled and maintenance activities); care, use and maintenance of physical therapy equipment and appliances; providing instruction in physical therapy procedures to patients and others; and the ability to acquire and demonstrate an attitude of respect towards students with a variety of disabilities; use specialized physical therapy procedures; and participate in the activities of the treatment team.

License: Valid State of Hawaii driver's license, Class 3.

Certification: Applicants must possess or obtain during the probationary period, a current Standard First Aid Certificate such as that provided by the American Red Cross.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved and examples of the tasks requiring these abilities, follow:

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Sensory: Read student's Individualized Educational Plan; observe student; hear the conversational voice.
Coordination and Dexterity: Manipulative skills.
Strength and Stamina: Push and pull, position and reposition, lift and transfer students, and lift and carry therapy equipment.
Mobility: Demonstrate exercises to student which include rolling, kneeling, twisting and bending.
Other: Work with a variety of cleaning chemicals.

Substitutions Allowed:

1. Successful completion of a physical therapist assistant curriculum from an accredited school may be substituted for all of the work experience required.
2. Successful completion of all requirements for a baccalaureate degree in physical therapy from a school of physical therapy approved at the time of their graduation, by an agency recognized by either the United States Department of Education or the Council on Post-Secondary Accreditation; or in the case of a foreign-trained person, a credentials evaluation agency recognized by the appropriate licensing agency of the State of Hawaii, indicating completion of an education program that has been determined to be equivalent to entry level physical therapist education in the United States, may be substituted for all of the work experience required.

Desirable Qualifications: Patience; neatness; tact; reliability; positive attitude; resourceful; and self-motivated.

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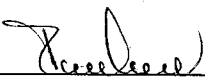
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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications and the minimum qualification specifications for the Executive Branch Civil Service class SCHOOL BASED PHYSICAL THERAPIST AID by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources