

Region 9 Education Cooperative

Physical Therapist Assistant

POSITION TITLE:	Physical Therapist Assistant
Department:	Educational Services
Program:	Related Service
Reports To:	Related Services Manager
Contract Days:	Minimum 80 days
FLSA Classification:	Exempt
Employment Classification:	Licensed Employee
Salary Schedule:	Ancillary
Duty Station:	Region 9

Position Overview

Physical therapy is a related service. The role of the physical therapist assistant is to participate as a member of a multidisciplinary team, assist in determining eligibility, and help develop an appropriate program for children with disabilities. A physical therapist assistant utilizes professional training and applies evidence-based practices to support educational programming, provide students with a free and appropriate public education, and perform job duties in accordance with federal/state/district regulations, policies, and procedures. Responsible for adhering to the New Mexico Administrative Code (NMAC), including initial and reevaluation timelines. Evaluate according to and in compliance with the NM Technical Evaluation and Assessment Manual (TEAM). Contributes to comprehensive initial and reevaluations or completes physical therapy specific evaluation reports, using formal (e.g., standardized assessments) and informal measures (e.g., observations, interviews) to evaluate areas such as gross motor skills. Assists the Eligibility Determination Team (EDT) to help determine whether the student is eligible for and in need of special education and related services. Assists the IEP team in developing a program that best supports the student's individual needs and progress. Plans and administers physical therapy services to support the student's identified educational goals, as determined by the IEP team. In accordance with federal/state/district regulations, document services provided to or on behalf of students as identified in the IEP.

Key Responsibilities

General and Interpersonal

1. Represent Region 9 programs and member districts in a professional manner.
2. Communicate in a positive, culturally sensitive manner with parents, children, colleagues, and

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other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.

3. Demonstrate promptness and punctuality in reporting to work to ensure continuity, consistency, and quality of services on a daily basis, including attendance at mandatory program meetings.
4. Demonstrate proficient verbal and written communication skills and the ability to manage conflict in a civil, professional and courteous manner.
5. Demonstrate initiative, decision making, and flexibility in the performance of various job functions.
6. Demonstrate basic proficiency with technology, including but not limited to email, organization, time-tracking systems, and other technology platforms necessary to perform the responsibilities required.
7. Provide inter-departmental planning and programming collaboration and cross-program overflow assistance when needed.
8. Demonstrate understanding of and compliance with the Region 9 Employee Policy Manual.
9. Adhere to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
10. Support the Region 9 mission, vision, values and goals.

Department/Program Job Duties/Competencies:

THE FOLLOWING WILL BE PERFORMED UNDER THE SUPERVISION OF A LICENSED OCCUPATIONAL THERAPIST

- Utilizes treatment procedures consistent with IEP/IFSP, federal/state/district regulations, and professional licensing. In accordance with policies and procedures, obtains and integrates evaluation information and progress to support educational goals as determined by the student's IEP/IFSP.
- In a professional manner, provides information to the student, family, and personnel involved in the student's educational program concerning areas of educational support/need as identified by the IEP/IFSP and consistent with professional licensing.
- In accordance with the IEP, refers and/or collaborates with outside agencies/professional personnel to obtain requested student information to support the student's evaluation and/or

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educational program. Adheres to district policies and procedures in collaborating with outside agencies/personnel.

- In accordance with federal/state/district regulations, document services to students as identified in the IEP/IFSP according to professional board standards and consistent with policies and procedures.
- Demonstrates knowledge and compliance with all licensure specific professional standards of ethics and professional conduct.
- Compliance with all supervision and reporting obligations required by their profession.
- Completes all record keeping and reporting documentation in a timely, comprehensive, and accurate manner.
- Responsible for planning, conducting, and evaluating in-service training programs on occupational therapy and related topics for staff, families, students, and community, as requested by the supervisor.
- As required, travels from site to site on a daily basis and as emergencies arise.
- Other responsibilities deemed necessary and appropriate by the administration.
- Must be willing to travel/use your own vehicle for transportation.

- Responsible for adhering to the New Mexico Administrative Code (NMAC), including initial and reevaluation timelines.

- In accordance with IEP, refers and/or collaborates with outside agencies/professional personnel to obtain requested student information to support the student's evaluation and/or educational program. Adheres to district policies and procedures in collaborating with outside agencies/personnel.
- Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality as required by FERPA/HIPAA.
- Maintains proper office atmosphere concerning accuracy and confidentiality in accordance with FERPA/HIPAA.
- Adheres to district policies and procedures while on district campus.
- Completes all record keeping and reporting documentation in a timely, comprehensive, and accurate manner.
- Responsible for planning and conducting in-service training about physical therapy and related topics for staff, families, students, and community, as requested by the supervisor.

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- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
 - Must be willing to travel/use a personal vehicle for transportation.
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Qualifications

- Must be licensed by the State of New Mexico Department of Education and the State of New Mexico Licensing and Regulation Professional Licensure.
- Three years of successful work experience in public schools/institutions of higher education or other agencies preferred.
- Must be able to obtain a National Provider Identifier (NPI) number and be a Medicaid provider.
- Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to special education, including evaluation and IEP development.
- Must demonstrate strong interpersonal skills. Must be willing to carry out assigned tasks and perform responsibilities.

Working Conditions

- Primarily works in a school setting or office, with regular use of computers and standard office equipment
- May include a hybrid or remote work component, depending on organizational needs
- Travel to meetings, various sites, or training locations is required
- Generally works a full-time schedule (typically 37.5 hours per week)
- May require extended hours, evenings, or weekends to meet deadlines or address operational needs
- Must be available during core business hours and responsive to organizational priorities
- Requires effective and consistent communication with the Related Services Manager and Educational Services Director
- Work is conducted in a clean and professional environment.

Physical Requirements

I. SITTING TASKS

- A. Sitting is a frequent requirement 34 - 66% of the time

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II. WALKING TASKS

- A. Walking is an occasional but essential requirement up to 33% of the time

III. STANDING TASKS

- A. Standing is an occasional but essential requirement up to 33% of the time

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement
Example: in case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 33% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 33% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 33% of the time
- D. Reaching above the head is an occasional but essential requirement up to 33% of the time
- E. Reaching forward is an occasional but essential requirement up to 33% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 33% of the time

VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 34 - 66% of the time
- B. Finger dexterity is a frequent requirement 34 - 66% of the time

VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional but essential requirement
- B. Lifting above the shoulders is a rare requirement
- C. Lifting above the waist is an occasional but essential requirement
- D. Lifting above the knees is a frequent requirement

VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement up to 33% of the time
- B. Lifting items above the shoulders is a rare requirement
- C. Lifting items above the waist is an occasional but essential requirement
- D. Lifting items above the knees is a frequent requirement

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IX. LIFTING 50 - 75 POUNDS

- A. Lifting over 50 pounds is not a requirement

X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is not a requirement
- B. Pushing and pulling 50 - 75 pounds is an occasional requirement
- C. Pushing and pulling 25 - 50 pounds is an occasional requirement

XI. CARRYING TASKS

- A. Vision
 - 1. Being able to see at a distance is a frequent requirement
 - 2. Being able to see closely is a continuous requirement
 - 3. Having depth perception is a frequent requirement
- B. Hearing
 - 1. Being able to hear in a quiet environment is a frequent requirement
 - 2. Being able to hear in a noisy environment is an occasional but essential requirement
 - 3. Being able to locate noise is an occasional requirement
 - 4. Being able to differentiate noise is a frequent requirement
- C. Speech/Communication
 - 1. Communicating through written and spoken language is a continuous requirement

Note: These duties are neither exclusive nor exhaustive, and the employee may be required to undertake other duties and responsibilities as assigned. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations.

Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to perform the duties outlined in this job description to the best of my ability.

Employee Name: _____

Date: _____

Employee Signature: _____

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