



EMPLOYEE NAME: _____

Revised: 7/85; 3/86; 8/89; 8/90; 12/91; 6/92; 3/93; 8/93;
11/94; 2/95; 11/96; 8/98; 10/12, 12/12; 10/18; 01/19; 03/24

JOB DESCRIPTION

POSITION TITLE: Assisted Director, Related Services	JOB CODE: 621R
DIVISION: Academic - Support and Specialized Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Special Education	WORK DAYS: Annual Administrative
REPORTS TO: Director, Special Education	PAY GRADE: Rank B (NK02)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership and aids in the coordination and supervision of all aspects of occupational therapy, physical therapy, and nursing programs for students with disabilities; facilitates the provision of appropriate educational services; supervises related services personnel; facilitates and coordinates ADA requests from local schools and district facilities; monitors compliance with the Medicaid CISS reimbursement program.	

REQUIREMENTS:

1.	Educational Level: Master’s degree in occupational therapy, physical therapy or nursing required; Doctorate preferred
2.	Certification/License Required: Licensed through appropriate state board of Occupational Therapy, Physical Therapy, or Nursing
3.	Experience: 4 years of providing successful school-based therapy or nursing services
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises, evaluates, recruits, interviews and hires PTs, OTs, certified OT assistants and nurses.
3.	Coordinates the development and implementation of specialized curriculum and appropriate instructional strategies based on student achievement data, current literature and research.
4.	Assesses personnel training needs, develops and provides appropriate professional learning activities.
5.	Assists in the formulation of program guidelines in response to federal guidelines, State Department of Education directives, and local policies.
6.	Monitors caseloads, including scheduling of the OT, PT and nursing staff for all SWDs, including need for additional staff, and assists in collecting and verifying student attendance information at the system level.
7.	Participates in the budget process by accessing and evaluating program needs, procuring materials and monitoring allotted funds.
8.	Works with parents and IEP teams regarding specific program concerns.
9.	Facilitates and coordinates requests for ADA improvement/modification and/or addition through collaboration with SPLOST director.
10.	Confers with local schools, administrators, special education staff and parents regarding individual student needs and/or specific concerns.
11.	Collaborates with other school system personnel to assist staff by recommending activities, strategies, remediation procedures and resources for specified students through regularly scheduled school visits.
12.	Reviews and monitors due process procedures through the analysis of program records, therapists’ data and student evaluations.
13.	Assists in the coordination and monitor compliance of billable services by the related service providers for the CISS Medicaid Reimbursement program.

14	Performs other duties as assigned by appropriate administrator.
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Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____