

Coordinator IV, Occupational and Physical Therapy Services

Position Details

Job Code: U7403

Reference Code: A342

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to plan, organize, and oversee the operations and activities of the Occupational and Physical Therapy program. The person selected for this position is directly responsible to the Director III, Related Services, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, organizes, and oversees the operations and activities of the Occupational and Physical Therapy program; coordinates and oversees treatment functions to meet the therapeutic needs of students; and ensures program activities comply with established laws, codes, regulations, policies, procedures, and requirements.
2. Coordinates resources, communications, and personnel to ensure smooth and efficient program operations and activities and meets the physical and occupational therapy needs of students in the Clark County School District; collaborates with District administrators, therapists, and other program staff in the

development, implementation, and evaluation of therapeutic services to meet student needs.

3. Trains and evaluates the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assigns and reviews work of subordinate employees to ensure compliance with established guidelines, policies, and procedures; and coordinates and conducts training sessions and orientations for program staff.
4. Coordinates and oversees therapists and other program personnel to ensure proper performance of student assessment, therapeutic procedures, and Individual Education Plan (IEP) development activities; reviews records and files to ensure accuracy, completeness, and compliance with established requirements; and organizes therapeutic referral activities to ensure students are referred to appropriate community resources.
5. Provides consultation to administrators, therapists, staff, parents/guardians, and others regarding the Occupational and Physical Therapy program and related functions; responds to inquiries, resolve issues and conflicts, and provides detailed and technical information concerning program operations, activities, services, therapeutic practices and procedures, assessment techniques, and related laws, codes, regulations, policies, and procedures.
6. Monitors and evaluates occupational and physical therapy services for effectiveness and operational efficiency; visits various District sites to monitor activities and confers with personnel concerning program operations, activities, needs, and concerns; and assists in the development and implementation of programs, policies, and procedures to enhance effectiveness and operational efficiency.
7. Ensures adequate resource and personnel levels to meet student needs and local and state standards and requirements for the District's Occupational and Physical Therapy programs; provides technical expertise, information, and assistance to SSD Special Education Directors and the Director, Related Services regarding program needs, issues, and expenditures.
8. Directs and participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to program services, student needs, personnel, evaluations, community resources, therapy, and assigned activities.
9. Communicates with other administrators, District personnel, outside organizations, and the public to coordinate activities and programs and exchange information.
10. Attends and conducts a variety of meetings and conferences, as assigned; attends and participates in various committees and task forces; and prepares

and delivers oral presentations concerning student and program needs and issues.

11. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to plan, organize, and oversee the operations and activities of the Occupational and Physical Therapy program.
 2. Ability to coordinate resources, communications, and personnel to ensure smooth and efficient program operations and activities and to meet the physical and occupational therapy needs of students in the District.
 3. Ability to train and evaluate the performance of assigned personnel.
 4. Ability to provide consultation to District personnel regarding the Occupational and Physical Therapy program and related functions.
 5. Ability to coordinate and oversee therapists and other program personnel to ensure proper performance of student assessment, therapeutic procedures, and IEP development activities.
 6. Ability to ensure adequate resource and personnel levels to meet student needs and local and state standards.
 7. Ability to communicate effectively both orally and in writing.
 8. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
 9. Ability to establish and maintain cooperative and effective working relationships with others.
 10. Ability to operate a computer and assigned software.
 11. Ability to analyze situations accurately and adopt an effective discourse of action.
 12. Ability to meet schedules and timelines.
 13. Ability to work independently with little direction.
 14. Ability to plan and organize work.
 15. Ability to direct and participate in the preparation and maintenance of a variety of reports, records, and files.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire a Nevada school and/or program administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Have previously demonstrated at least five (5) years of successful experience as a licensed occupational or physical therapist, school nurse, special education teacher, or in a related field providing services to students with disabilities, in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada school administrative or program administrative endorsement (or) have previously demonstrated at least three (3) years of successful experience as an occupational or physical therapist, school nurse, special education teacher, or in a related field providing services to students with disabilities, in an accredited K-12 public or private school and currently hold a valid Nevada school or program administrative endorsement.
2. Successful performance in the position held at the time of application.

Preferred Qualifications

One (1) year quasi-administrative experience in a school setting.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/18/22
- Created: 10/23/08