

[Go Back](#)**NASSAU COUNTY****Title : COORDINATOR OF THERAPY SERVICES****SCHOOL DISTRICTS****Code: 220185 MJF****CLASS SPECIFICATION****Page : 1 of 2****Competitive****GENERAL STATEMENT OF DUTIES**

Performs responsible administrative and supervisory duties in coordinating the BOCES physical and occupational therapy services; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of considerable independent judgment in achieving the goals and objectives as outlined by the educational director of the program.

TYPICAL DUTIES

1. Plans, organizes, directs, schedules, and evaluates the work of subordinate supervisors and therapists and therapy assistants.
2. Helps subordinates in determining the appropriate therapeutic procedures to be used in difficult cases.
3. Assists in, and coordinates the interpretation of the BOCES Physical and Occupational Therapy Programs to the parents and community.
4. Plans, provides, and participates in in-service training programs.
5. Prepares and supervises the preparation of comprehensive reports.
6. Coordinates pre-Committee on The Handicapped screenings for districts to assist in determining the need for physical/occupational therapy services, and assists in determining "least restrictive" placement decisions.
7. Prepares guidelines in writing Individualized Educational Programs.
8. Prepares budget and equipment purchase requests for approval by the program director.
9. Provides professional and technical guidance and instruction to district Committee on The Handicapped members, and attends meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of the modern principles, techniques, materials, and equipment used in physical and occupational therapy.
2. Extensive knowledge of possible hazards to patients during treatment and necessary remedial measures.
3. Thorough knowledge of anatomy and physiology.
4. Considerable knowledge of the principles and practices of administration and supervision.
5. Ability to plan, organize, direct, schedule, and evaluate the work of subordinates.
6. Ability to plan specific treatment programs in accordance with indicated needs of patient and physician's recommendations.
7. Ability to establish and maintain effective working relationships with associates, officials, subordinates, and patients and their families.

8. Ability to express oneself clearly and concisely, both orally and in writing.
9. Ability to plan in-service programs and to demonstrate and teach techniques of physical and occupational therapy.

MINIMUM QUALIFICATIONS

Training and Experience