

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Therapy Services Supervisor	<b>REPORTS TO:</b>	Director
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Supervisory
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	053 AASD Supervisors'
<b>REVISED:</b>	January 1, 2008		

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**BASIC FUNCTION:** Supervise therapy services professional staff; monitor all special education therapy services for special education department; supervise other staff as assigned.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Supervise and monitor all special education therapy services for the special education department. **E**

Supervise and monitor all therapy services contracts to assure timelines are met. **E**

Monitor and resolve concerns and inquiries regarding therapy services with parents, district staff, community agencies and other service providers. **E**

Attend meetings and serve on special education committees as necessary; represent therapy services unit in meetings for IEP's (Individualized Education Plan), children's services agencies, and for interagency agreements with service providers. **E**

Participates in the interview process for new hires; processes assignment authorizations and other documentation for new employees within the therapy services unit; monitors flow of paperwork from special education department to appropriate human resources departments. **E**

Coordinate the development, update and monitoring of therapy services databases linked with other internal tracking systems. **E**

Organize and conduct special education training programs for therapy services professional staff and others related to the needs of the department. **E**

Develop and prepare specialized statistical data for reports on therapy services; monitor data collection and prepare a variety of reports as assigned. **E**

Interpret and explain district policies and procedures related to therapy services for parents, advocates, community organizations, district staff and others. **E**

Assist in the development and revision of special education procedures manual and other internal operating documents related to the therapy services function. **E**

Select, train, and evaluate assigned staff. **E**

Perform related duties as assigned. **E**

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from an approved school of physical or occupational therapy and three years of recent, full-time equivalent, paid, supervised physical or occupational therapy experience including pediatrics and/or clinical affiliation in pediatrics. Experience working in a large organization or agency is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Current and valid California license registration to practice physical or occupational therapy. Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.  
Oral and written communication skills.  
District therapy services delivery systems.  
Reading and writing English communication skills.  
Principles, methods and equipment used in providing therapy services.  
Child development and growth.  
Staff development training techniques, methods and programs.

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Develop and present training programs.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Supervise and evaluate work performance.

**WORKING CONDITIONS:**

**ENVIRONMENT:** Office setting, school settings, driving a vehicle to conduct work.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling,

bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 2.27.15--rl

Revised 1.01.08--jb

Revised 3.30.04—PeopleSoft

Job Code 6907

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