

Job Title: LICENSED PHYSICAL THERAPIST ASSISTANT (PTA)
Reports to: Chief Special Programs Officer
Dept./School: Special Education
Wage/Hour Status: Non-Exempt
Date Revised: August 17, 2026

Primary Purpose

Plan and provide direct therapy to students with physical disabilities as recommended by the Physical Therapist. Follow therapeutic intervention plans to eliminate or reduce problems of impairments that interfere with students' ability to derive full benefit from the educational program.

QUALIFICATIONS

Education/Certification

Associates Degree in Physical Therapy Assistant (PTA) Registered with the American Physical Therapy Association
Certified Physical Therapy Assistant License (Texas Physical Therapy Board) Licensed by the National Board of Certified Physical Therapists
Valid Texas Driver's License

Special Knowledge/Skills

Knowledge of medical information and indications for physical therapy treatment
Ability to work with the supervising Physical Therapist on measurements for assessing physical function Ability to administer physical therapy treatments under the direction of the Physical Therapist
Excellent organizational, communication, and interpersonal skills

Experience

One year experience as a Physical Therapist Assistant (PTA)

MAJOR RESPONSIBILITIES AND DUTIES

1. Plan and provide direct service consistent with physical therapy goals as determined by student evaluation performed by the supervising physical therapist and as established by the students Individual Educational Plan (IEP).
2. Evaluate student progress and determine readiness for termination of physical therapy services under the supervision of the Physical Therapist.
3. Design, construct and alter equipment. Provide students with adaptive equipment and devices.
4. Participate in the Admission, Review and Dismissal (ARD) Committee to assist with interpretations of assessment data and the writing of students' Individual Education Plans (IEP).
5. Set up scheduling for physical therapy services.
6. Work directly with the Physical Therapist to schedule required evaluations.
7. Assist with wheelchair and equipment evaluations.
8. Consult with parents, classroom teachers and students in regards to students' gross motor abilities, adaptive equipment needs and functional mobility needs

9. Assist Physical Therapist in the assessment of students' campus accessibility and functional mobility.
10. Maintain confidentiality at all times.
11. Perform other duties as assigned by supervisor.

PERSONAL CARE SERVICES

12. Demonstrate the competence necessary to perform the eligible PCS tasks required by the student.
13. Participate in competence verification by a licensed health care provider for PCS Activities.
14. Understanding and competence to perform PCS services must include, but is not limited to:
 Appropriate techniques for providing PCS, including written documentation procedures for SHARS;
 Appropriate techniques for managing adverse behaviors of the student;
 Basic body mechanics, mobility and techniques for transferring students;
 Communication skills, including but not limited to techniques for communicating through
 alternative modes with persons with communication or sensory impairments;
 Any additional PCS required for a student with disabilities
15. Compile, maintain, and submit reports, records, and other documents, as required, including but not limited to documentation of delivered IEP services as related to PCS

Supervisory Responsibilities:

None

EQUIPMENT USED

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Regular district wide travel to multiple work locations as assigned; frequent standing, stooping, bending, reaching, pulling, pushing, heavy lifting, and moderate carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____