



School District No. 46 (Sunshine Coast)

DRAFT JOB DESCRIPTION #CL-15

Therapy Coordinator

Location: District

SUMMARY:

Duties are performed under the direction, supervision and evaluation of the Director of Instruction for Inclusive Education. The Therapy Coordinator assists in the delivery of specialized intervention programs for students prescribed by the Speech and Language Pathologist, Occupational Therapist and/or Physical Therapist. The position coordinates, supports and oversees referrals between the school-based Inclusion Support team and the district-based therapy team. Additionally, as the Crisis Prevention and Intervention Trainer for the district the position provides training and supports for school and district staff to prevent, de-escalate, manage and debrief challenging behaviours.

DUTIES:

- Assists the therapists in supporting teachers and education assistants in the delivery of specific and targeted educational intervention strategies for students by:
- Preparing a variety of materials and supports for implementation of therapy interventions including visual schedules, social stories, etc., using applicable district software.
- Preparing and programming augmentative communication devices including both low and high technology devices
- Providing specific training to students (both in groups and individually), teachers and support persons in a variety of mobility, communication, self-care, work and leisure activities.
- Provides support and consultation to inclusion support teachers for case management and referrals (SLP, OT, PT)
- Works directly with students and the therapy team by:
 - Providing at home support for students with complex and diverse needs
 - Applies strategies and provides guidance that enables students to develop, maintain or restore physical, psychosocial, cognitive and/or communication skills according to the student's IEP.
 - Observing students and providing reports to the Therapist and student's team on services delivered and student progress.

- Adjusting mobility devices such as wheelchairs, walkers, and lifts to specifically fit the student.
- Managing and maintaining therapy supplies and equipment inventory and treatment information, manufacturing (e.g., sewing a fabric pocket for wheelchair to carry books, etc.) and assembling special equipment.
- Provides direct support to the district's Inclusion Support team:
 - Coordinates, oversees and provides training for the district's student referral system district utilized by the therapy team
 - Provides training for the district in Crisis Prevention and Intervention Training
 - Supports school and district staff to manage and debrief situations involving challenging behaviours
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job-related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Rehabilitation Assistant Diploma from an approved college or vocational institution or equivalent
- Certified Instructor for Crisis Prevention and Intervention
- Detailed knowledge of database management and spreadsheet programs
- Valid first aid certificate

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

Secretary Treasurer

President

Date

Date