CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

SALARY: $4,029.00 Monthly*
LENGTH OF SERVICE: 12 Months/8 hours per day
(APPLY reduces by 5 furlough days for 2013-14 year)
APPLICATION DEADLINE: Until Filled
LOCATION: Desert Mountain SELPA, Apple Valley

POSITION DESCRIPTION

Under the direct supervision of the Occupational Therapist, the Occupational Therapy Assistant provides therapy services to special education students, ages 3 to 22 years in classrooms at various school site locations. This position will assist the Occupational Therapist on a day-to-day basis and will perform services to students as outlined in the treatment plans.

ESSENTIAL JOB FUNCTIONS

- Responds to requests for services from classroom teachers;
- Assists the Occupational Therapist with data collection and various assessment instruments;
- Assists the Occupational Therapist in the development of treatment goals for students;
- Implements intervention plans as outlined by the Occupational Therapist;
- Utilizes intervention tools and materials under the direction of the Occupational Therapist;
- Collaborates with health care team, teachers, students, and parents;
- Maintains equipment and supplies;
- Maintains student records and files;
- Attends meetings;
- Performs related duties as required.

JOB REQUIREMENTS

Experience implementing occupational therapy intervention plans;

Skill in the implementation of occupational therapy plans; utilizing various assessment instruments;

Knowledge of strategies and tools used in the implementation of occupational therapy plans;

Ability to communicate effectively in verbal, written and manual communication form, establish and maintain effective working relationships, meet established deadlines, work on a variety of tasks simultaneously, work independently, work at a variety of locations;
Physical Abilities include sitting for extended periods, talking/hearing, fine manual dexterity, near/far visual acuity/depth perception/color vision/field of vision.

**MINIMUM QUALIFICATIONS**

- One (1) year full-time experience implementing occupational therapy intervention plans. Verifiable, supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal time basis;
- Possession of a valid certificate by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant;
- Possession of a high school diploma (or its equivalency) or higher or possession of a GED.

**DESIRED QUALIFICATIONS**

- Demonstrated experience utilizing pediatric sensory-integration techniques;
- One year of full time employment experience in a California school district or County Office of Education.

**NECESSARY MATERIALS FOR APPLICATION**

- Completed Ed-Join online application;
- Current resume;
- Copy of valid certificate by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant;
- One (1) current (dated and signed within 3 years) letter of recommendation;
- All application materials must be received on-line by the stated deadline;
- Applicants must meet minimum qualifications and provide all necessary materials prior to the stated deadline in order to qualify as a candidate.

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
Human Resources Division
760 E. Brier Dr. • San Bernardino, CA 92408 • (909) 386-9561
Internet Address: www.sbcss.k12.ca.us
This facility is handicapped accessible
AN EQUAL OPPORTUNITY EMPLOYER

**APPLICATION PROCESS:**
All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at www.sbcss.k12.ca.us; click on Employment and Careers; then click on www.edjoin.org; and attach your online profile to this job posting #. If you are disabled and need reasonable accommodations to complete the application process, please call (909) 386-9561.

All employment offers are made contingent upon ability to pass a pre-placement physical examination. State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.