



OFFICE OF HUMAN RESOURCE SERVICES
150 S THIRD AVENUE, ARCADIA, CA 91006
(626) 821-6627 www.ausd.net

PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

MARCH 2016

Final Date to Apply:

Open until filled

Application Process:

An application must be submitted at www.EdJoin.org and must include a resume and copy of certification.

Incomplete applications will not be considered.



Work Schedule:

16 hours per week

Flexible schedule

10 months per year
follows student calendar

Salary:

Classified Salary
Schedule – Range 35

Step 1 - \$1639 per month

Step 2 - \$1721

Step 3 - \$1807

Step 4 - \$1898

Step 5 - \$1992

Initial step placement, up to step 3, will be determined by verifiable years of directly related experience and other appropriate considerations. Step increase will occur annually on anniversary date until maximum step is reached (step 5)

Benefits:

Paid Holidays,
Vacation, Sick and
Personal Necessity
leave

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

Under the direction of the Director of Special Education, with guidance from the Occupational Therapist, provide educationally related occupational therapy services to students with various disabilities according to the students' Individualized Education Plan (IEP); participate as a member of the educational team; perform related duties, as assigned.

Education and Experience

- Any combination of education and experience that would demonstrate possession of the required knowledge, skills and abilities
- School based experience is desirable

Knowledge and Abilities

Knowledge of: child development; individual and group occupational therapy strategies and methodologies commonly used with students with various disabilities; educational applications of adaptive equipment; laws, rules and regulations related to occupational therapy services; generally accepted standards of health and sanitation; interpersonal skills; record-keeping and report preparation techniques and procedures; modern office practices and procedures, including operation of office equipment, computer and related software; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; oral and written communication skills.

Ability to: Assist in the organization and implementation of an occupational therapy program for students with various disabilities; perform special handling of physically disabled children and adolescents which requires strength and dexterity; prepare and maintain accurate records, files, reports and other documents; communicate effectively both orally and in writing; establish and maintain effective working relationships with parents, students, staff, community agencies and others; work confidentially with discretion; operate standard office equipment, including computer and related software.

**EQUAL OPPORTUNITY EMPLOYER ❖ WE ARE A TOBACCO, DRUG
AND ALCOHOL FREE DISTRICT**