

Occupational Therapist Assistant at Alvord Unified School District



ALVORD UNIFIED SCHOOL DISTRICT

9 KPC Parkway Corona, CA 92879 | (951) 509-5000

Job Information

Date Posted: 8/26/2022

Application Deadline: 9/19/2022 4:30 PM Pacific

Employment Type: Full Time

Length of Work Year: 10.5 Months per year

Salary: \$4,996/Monthly, minimum - \$6,526/Monthly, maximum, Plus Benefits

Number Openings: (At time of posting) 1

Contact: Monica Sahagun

Email: monica.sahagun@alvordschools.org

Phone: 951-509-5030

Hours: 8 Hours/ 10.5 Months

Site: Special Education Department

Please Note: Hours will be discussed at the time of the job offer, as it will vary depending on site openings. ***work time is tentative and subject to change*** Effective 5/10/18, if typing is a qualification for this position, you will be asked to certify your minimum typing speed at the time of hire.

Requirements / Qualifications

DISCLAIMER: All applications will be screened for completeness and job requirements. Please answer every question carefully. If application is incomplete or does not meet the job requirements, you will be disqualified from further consideration for this recruitment.

- Certification (Certified Occupational Therapy Assistant)
- CPR/First Aid Certification

Comments and Other Information

UPDATE: APPLICATION PROCEDURES & TIPS

- Read job description to see abilities, certifications, licenses, and minimum requirements/qualifications needed for the job. Click on "Click Here to View" by Job Description.
- Use proper capitalization throughout your application.
- CLASSIFIED EMPLOYEES ONLY requesting CLASSIFIED TRANSFER/INCREASE IN HOURS: You are only required to complete the following information on the application and submit via Edjoin: your Contact Information; the Desired Site; the EMPLOYEES ONLY section; Legal

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- List your typing w.p.m. in appropriate area on the application. If typing is a qualification of this position, you will be required to certify that you meet the minimum typing speed at the time of hire.
- If a section of the employment application does not apply, please note N/A, or if a “yes” or “no” answer is requested, you must fill in either a “yes” or “no”
- Do not state “See Resume”.
- Click SAVE and then click NEXT at bottom of each page of application on Edjoin.
- You are required to give three (3) professional references that are related to your past work experience. Two of the three references must be your current or former administrator. Use complete contact information including individuals name and the title they hold, organization/company name, and their phone number. Email address is optional but does not replace the phone number.
- Professional references will be called. Please use the most up-to-date information (give names and titles even if the person is no longer there.)
- The professional reference must be job related! Do not use a friend or family member, unless you worked with them in employment and then you must note the job relationship/past employer.

Rev. 06/19/20

Applicants to this recruitment will receive consideration for employment in the following order:
(Employees in probationary status are not eligible to apply.)

- (1) Transfers (same classification like hours or lower classification);
- (2) Increase in hours by seniority of applicants in the same classification;
- (3) Promotion (permanent employee applicants);
- (4) New hires.

Alvord Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students/parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law. District programs and activities shall be free from unlawful discrimination (BP 4030)