

February 29, 2024

Job Posting #8146.00

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

601 North E Street, San Bernardino, CA 92415-0020 • Ted Alejandre, Superintendent

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

SALARY:	\$6,196.00 to \$7,548.00 Monthly (Range 86) \$750 New Hire Incentive (One-time payment, upon completion of six-month probation)
LENGTH OF SERVICE:	12 Months/260 Days/8.0 Hours Per Day
APPLICATION DEADLINE:	February 29, 2023 (4:00 PM PST)
LOCATION:	Desert/Mountain Operations, Hesperia

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 license by the California Board of Occupational Therapy (CBOT) as a Certified Occupational Therapy Assistant (renewal required every 2 years);
- Possession of a valid certificate by the National Board for Certification in Occupational Therapy (NBCOT) as a Certified Occupational Therapy Assistant (renewal required every 3 years);
- 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; *(incomplete applications will not be considered. All fields must be filled in);*
- Current Résumé;
- Copy of valid license by the California Board Occupational Therapy as a Certified Occupational Therapy Assistant;
- Copy of valid certificate by the National Board for Certification in Occupational Therapy as a Certified Occupational Therapy Assistant;
- One (1) current (dated and signed within 3 years) letter of Reference;
- **Applicants must meet minimum qualifications and provide all necessary materials prior to the stated deadline in order to qualify as a candidate.**

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 Human Resources; scroll down then click on “Click Here” to access the EDJOIN website and attach your online profile **to this job posting #**. If you are disabled and need reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

The County Superintendent of Schools recognizes that the County Superintendent of Schools Office has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations. The County Superintendent of Schools does not discriminate on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, immigration status, ancestry, national origin, religion, color, mental or physical disability, age or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which the application was made.

State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. 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. If hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.