

# EMPLOYMENT OPPORTUNITY

24-hour employment opportunity tape: 588-3222 or [www.cajonvalley.net](http://www.cajonvalley.net)

## CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

Valid Occupational Therapy Assistant Certification Required

Valid CPR/First Aid Certification Required

Promotional/Open Examination #11

OPENING DATE: August 31, 2012

Deadline: Until filled

An examination will be given to establish an eligibility list for **Certified Occupational Therapy Assistant** from which present and future vacancies will be filled for the next twelve months. Interested applicants may apply online or obtain a **District application from Personnel Services and return it along with the required certifications.** Selections will be made from the top three ranks with promotional candidates ranked first.

### SALARY RANGE

Range 31; \$3,606 - \$4,405 per month

### JOB SUMMARY

Under the direction of the Special Education Area Coordinator, provide occupational therapy services to enhance fine motor, visual motor, sensory processing and other functional abilities among identified students with disabilities.

### TYPICAL DUTIES

Provide occupational therapy services to enhance fine motor, visual motor, sensory processing and other functional abilities among identified students with disabilities; implement treatment plans for individual students according to established IEP goals and specifications. Collaborate with the Occupational Therapist in monitoring and assist with adjusting individual treatment and therapy programs and activities in response to student progress. Provide consultation services to teachers, staff, parents and other professionals regarding student needs, treatment procedures and related educational activities; travel to school sites to assist with therapeutic activities of assigned caseload as directed. Prepare and maintain daily notes and progress reports related to individual students, treatment and progress towards goals; process and file various forms and paperwork. Plan and prepare for daily occupational therapy services and activities; utilize, adjust and demonstrate the use of various adaptive and therapeutic equipment and tools. Provide appropriate follow-up services on student therapy programs to monitor progress and assure student needs are being met in accordance with established requirements; meet and confer with the Occupational Therapist and others concerning student progress. Communicate with students, staff, faculty, outside agencies and others to exchange information and resolve issues or concerns. Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work. Attend and participate in IEP and various other meetings and conferences; provide input concerning student needs, goals, IEP's, treatment sessions and progress; collaborate with multi-disciplinary team in providing occupational therapy services. Monitor inventory levels of therapeutic supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment. Prepare, develop and update caseload and schedule for assigned students.

### JOB REQUIREMENTS

Any combination equivalent to: associate's degree as an Occupational Therapy Assistant and one year experience working with children in an educational setting.

### LICENSE REQUIREMENTS

Valid Occupational Therapy Assistant Certification issued by the National Board of Occupational Therapy.  
Valid California Occupational Therapy Assistant license.

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EQUAL OPPORTUNITY EMPLOYER

**Cajon Valley Union School District**

750 E. Main St., Box 1007, El Cajon, CA 92022-1007

(619) 588-3047

Valid California driver's license.  
Maintain qualification for automobile insurance coverage.  
Possession of a certificate in cardiopulmonary resuscitation (CPR), and first aid certificates.

**KNOWLEDGE OF:** General principles, methods, equipment, theories, practices, strategies and techniques of occupational therapy. Occupational therapy modalities, activity assessment and related child development. Problems and concerns of students with special needs. Policies and objectives of assigned program and activities. Child growth and development. Operation of therapeutic and adaptive equipment. Common disabling conditions of children. Oral and written communication skills. Correct English usage, grammar, spelling, punctuation and vocabulary. Record keeping and report writing techniques. Health and safety regulations. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:** Provide occupational therapy services and treatment to enhance fine motor, gross motor and other functional abilities and development among identified students with disabilities. Monitor, assess and assist with adjusting individual treatment and therapy programs and activities in response to student progress. Conduct motor therapy activities and implement treatment plans for assigned students according to established goals and specifications. Understand and relate to children with special needs. Assist with and provide input regarding the development, updating and implementation of treatment, therapeutic activities and related plans, goals and objectives. Utilize, adjust and demonstrate the use of various adaptive and therapeutic equipment and tools. Determine appropriate action within clearly defined guidelines. Provide consultation and support to teachers and parents regarding student developmental needs. Maintain records and prepare reports. Meet schedules and time lines. Prepare detailed individual case notes. Observe health and safety regulations. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others.

**PHYSICAL ABILITY** Dexterity of hands and fingers to operate office and therapeutic equipment. Seeing to monitor student progress and read a variety of materials. Hearing and speaking to exchange information. Bending at the waist, kneeling or crouching to assist students. Reaching overhead, above the shoulders and horizontally. Sitting or standing for extended periods of time. Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**WORKING ENVIRONMENT** Indoor and outdoor work environment. Driving a personal vehicle to conduct work.

**HOW TO APPLY** Interested applicants must complete and submit the following required documents to Personnel Services. Applications will be accepted until position is filled.

- **District application – (Apply online or obtain from Personnel Services)**
- **A valid First Aid AND CPR certificate (certificates from online agencies are not accepted)**
- **Valid Occupational Therapy Assistant Certification issued by the National Board of Occupational Therapy**
- **Valid California Occupational Therapy Assistant License**

**EXAMINATION** Following a preliminary appraisal of training, education, and experience, candidates whose backgrounds best fit the requirements of the classification will be invited to participate in the competitive examination. The examination may consist of one or more of the following: technical, oral, written exercise designed to assess the general fitness, knowledge and skill requirements identified above, performance exam, or a combination of the above. Selections will be made from the top three ranks with promotional candidates ranked first.

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**The Cajon Valley Union School District is a tobacco-free facility.**

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Cajon Valley Union School District Board Policy 4030 prohibits unlawful discrimination and/or harassment of District employees and job applicants. Complaints regarding discrimination in employment should be addressed to the Coordinator for Nondiscrimination in Employment.

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