

ROSEVILLE CITY SCHOOL DISTRICT
Personnel Office

NOTICE OF CLASSIFIED POSITION VACANCY

**INSTRUCTIONAL ASSISTANT – OCCUPATIONAL THERAPY
(COTA) CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT**

STUDENT SERVICES - ITINERANT

PURPOSE STATEMENT: The job of Instructional Assistant – Occupational Therapy is done for the purpose/s of assisting Occupational Therapists in providing therapy services to students with mentally, physically, developmentally or emotionally disabling conditions, allowing them to benefit from their basic educational program.

Incumbents in this itinerant position provide support to Occupational Therapists in providing services to students in need of occupational therapy and require knowledge of occupational therapy as it applies to infants, children and youth.

SUPERVISION FROM: Director of Student Services

SALARY: \$22.47 – \$24.77 (with the possibility of increasing another three steps in the future)

HOURS: 7 hours per day/11 months (Includes school year plus summer school session)

APPLICATION PROCEDURE: Submit District Application packet to:

Roseville City School District
Personnel Services
1050 Main Street
Roseville, CA 95678
(916) 771-1600

www.rcsdk8.org

DEADLINE FOR FILING: **OPEN UNTIL FILLED – applications reviewed as received**

AN EQUAL OPPORTUNITY EMPLOYER

1/12/09

THE ROSEVILLE CITY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX OR DISABILITY IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES, OR EMPLOYMENT. ALL EMPLOYMENT OPPORTUNITIES WILL BE OFFERED WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX OR DISABILITY.

INSTRUCTIONAL ASSISTANT - OCCUPATIONAL THERAPY

Purpose Statement:

The job of Instructional Assistant - Occupational Therapy is done for the purpose/s of assisting Occupational Therapists in providing therapy services to students with mentally, physically, developmentally or emotionally disabling conditions, allowing them to benefit from their basic educational program.

This job is distinguished from similar jobs by the following characteristics: Incumbents in this itinerant position provide support to Occupational Therapists in providing services to students in need of occupational therapy and require knowledge of occupational therapy as it applies to infants, children and youth.

This job reports to Director of Student Services

Essential Functions

- Assists in the development of home and community programming for the purpose of enhancing the performance of students outside of the school environment.
- Collaborates with other personnel for the purpose of implementing recommendations by Occupational Therapist for practices and procedures.
- Collaborates with personnel outside the district for the purpose of providing services to students.
- Communicates with parents (e.g. parent conferences, IEP meetings) for the purpose of informing them of their student's progress and encouraging them to participate in therapy at home.
- Complies with all district, state and federal laws and mandates for the purpose of providing a legal and effective program.
- Implements intervention plans as developed by the Occupational Therapist for the purpose of identifying measurable goals and objectives with strategies for meeting them.
- Implements intervention plans as outlined by the Occupational Therapist using various methods (e.g. direct services, parent training/supervision, instructional personnel training/supervision) for the purpose of meeting the needs of the student.
- Implements services related to adaptation of environment and the selection, design and fabrication of assistive and orthotic devices under the supervision of Occupational Therapist for the purpose of facilitating development and promoting the acquisition of functional skills.
- Maintains adaptive equipment for the purpose of assisting students in self-care and academic strategies.
- Maintains information for the purpose of planning treatment for identified students.
- Monitors student progress toward goals for the purpose of evaluating student progress and assisting Occupational Therapist in modifying strategies as needed to attain goals.
- Provides services under the supervision of Occupational Therapist for the purpose of improving a child's functional ability to perform tasks in school.
- Provides services under the supervision of Occupational Therapist for the purpose of preventing or minimizing the impact of initial or future impairment, delay in development, or loss of functional ability.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

- Participates in professional growth activities for the purpose of staying abreast of current practices and laws related to special education and pediatric occupational therapy .

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; preparing and maintaining accurate records; using pertinent software applications; communicating clearly with parents, other district personnel and other entities, developing and managing time effectively.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: child growth and development, common disabling conditions of children, theory and practice of occupational therapy as applied to infants, child growth and development, strategies and methodologies for educational settings and special education law.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: displaying tact and courtesy; establishing and maintaining effective working relationships; maintaining confidentiality and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; providing information and/or advising others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

American Occupational Therapy Association Certificate of Registration

Continuing Educ. / Training

As needed to maintain certification and stay abreast of current practices and laws

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 45

ROSEVILLE CITY SCHOOL DISTRICT
Personnel Department
1050 Main Street
Roseville, CA 95678

Dear Classified Applicant:

Thank you for expressing interest in a position with the Roseville City School District.

Please fill out the application form completely; be sure to include your signature and the date where requested. **Submit the completed application and at least two current letters of reference.** If you are applying for an instructional assistant position, which requires you to be NCLB compliant, and you meet the criteria via degree, units, or testing with a previous employer, please include a photocopy of your proof with your application packet. **The district does not accept faxed applications.**

Our District receives hundreds of applications each year. Applications are kept in our active file for six months unless the applicant informs us of continued interest. Updated information or a telephone call from you will insure that your application remains in our active file for another six months.

Thank you once again for your interest in our District.

Personnel Services

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APPLICATION FOR CLASSIFIED EMPLOYMENT

Answer all questions – fill out online or print in ink.

POSITION(S) APPLYING FOR: _____

Full-time Part-time Temporary Substitute

Date Available For Employment: _____

Last Name _____ First _____ Middle _____ Home Number _____

Street or Mailing Address _____ Cell Number _____

City _____ State _____ Zip _____ Business Number _____

EDUCATION AND TRAINING

Do you have High School Diploma or equivalent (GED)?

Yes No

High School(s) Attended & Location

NCLB Qualified in another District (applies to Instructional Assistants) Yes No

Special Schools, Colleges or Universities Attended	Attendance Dates	Semester Units	Major or Subjects	Certification or Degree & Year Received

FOREIGN LANGUAGE SKILLS

Language	Read	Write	Speak

PRIOR WORK HISTORY (Please list most recent employment first)

REFERENCE TO A RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION.

Employer Name and Address	Type of Work/Position	Dates	Name, Reference Phone
		From: To:	
		From: To:	
		From: To:	
		From: To:	
		From: To:	

REFERENCES (Including those who have knowledge of your educational and work experiences that may be contacted)

NAME	POSITION	ADDRESS	TELEPHONE

Have you ever been discharged or asked to resign from any position?
(If you answer "Yes" please explain) Yes No

Have you ever been convicted of anything other than a minor traffic violation?
(If you answer "Yes" please explain) Yes No

With or without an accommodation, are you able to perform the essential functions of
this position? Yes No

Do you have a valid California Driver's License? Yes No

Are you willing to be fingerprinted? Yes No

Do you have any relatives employed by the Roseville City School District? Yes No

Specify relationship _____

OTHER INFORMATION YOU MAY WISH TO PROVIDE THAT SHOULD BE CONSIDERED WHEN EVALUATING YOUR QUALIFICATIONS FOR THIS POSITION:

PLEASE READ, SIGN LEGAL NAME AND DATE (Must be completed)

My submission of this application authorizes the school to conduct a background investigation and authorized release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows; the local law enforcement agencies, information from the Central Criminal Records Exchange or other data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

SIGNATURE OF APPLICANT _____

DATE _____

Roseville City School District does not discriminate against any applicant or employee in any employment practice because of race, color, religion, gender, martial status, age, national origin, ancestry or handicap.

NO FAXED MATERIALS ACCEPTED