



**Los Angeles Unified School District
Human Resources Division – Certificated Employee Operations**

SCHOOL OCCUPATIONAL THERAPIST AND SCHOOL PHYSICAL THERAPIST

Applicant Instructions

Thank you for your interest in the School Occupational Therapist or School Physical Therapist position. In order to apply, please follow the instructions below:

- Go to the LAUSD Human Resources (HR) (Certificated) Occupational Therapy and Physical Therapy Program application website: <https://achieve.lausd.net/Page/4624>
- Print, date, and sign the Application Employment Checklist.
- Review the *OT Job Description “Class Description”* or *PT Job Description “Class Description”* for qualifications.
- Complete an online application on weteachla.com website using the link provided.

Attach the following to your online application in the appropriate sections:

- ✓ *Resume* (including most recent employment and continuing education courses)
- ✓ *Cover letter* ((maximum 500 words), indicate how you will apply your current knowledge and skills to become an integral part of our school-based therapy team)
- ✓ *Completed applicant checklist*
- ✓ *Copy of active California OT or PT license**
- ✓ *Copy of active National Board for Certification of Occupational Therapy (NBCOT) certificate (OT only)**
- ✓ *Official Transcripts* (required for processing if offered a position)
- ✓ *Upload at least three email addresses for references* for the past three years, one of which must ultimately be for your current immediate supervisor. Notify the OT and PT Program contact person that they have been uploaded. To be eligible for interview, reference forms must show as “completed”.

* If you are a new graduate, minimum requirement is that you have successfully completed all coursework. You may still apply even without your NBCOT certificate or CA License.

- All of the above materials and references **must** be submitted/completed at least one day prior to the tentative interview date in order for review. All applicants will be notified regarding their interview status.
- Applicants are advised that meeting the minimum stated requirements does not assure an invitation to an interview.
- You may be asked to submit to HR a copy of Employment Authorization Documents (*i.e.* U.S. Passport, Permanency Residency Card, Driver’s License, and Social Security Card).

For further program-specific information, please contact Sharla Bohman, PT at sharla.bohman@lausd.net or Candy Bramley, PT at candace.bramley@lausd.net.

For further Human Resources information, please contact Craig Yokoi at craig.yokoi@lausd.net.