

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES – CERTIFICATED RECRUITMENT & SELECTION SECTION

INSTRUCTIONS TO APPLICANTS

SCHOOL OCCUPATIONAL THERAPIST AND SCHOOL PHYSICAL THERAPIST

Thank you for your interest in the School Occupational Therapist and/or School Physical Therapist position. The following instructions are to assist you in completing the application process.

Please complete an on-line application if you meet the minimum requirements.

1. Complete all items on the online application. If an item does not apply, “none” should be indicated.
2. Submit the following documents either in person or via U.S. mail to:
Los Angeles Unified School District
Division of Special Education
Related Services Department
School OT & PT Office
333 South Beaudry Avenue
16th Floor
Los Angeles, CA 90017
 - Complete “Addendum to Job Description” form
 - Cover letter
 - Current copy of your resume, including most recent employment and continuing education courses
 - A written statement (maximum 500 words), including how you would be able to apply your current knowledge and skills in order to become an integral part of our school-based therapy team
 - For OT’s: Copy of **original wall certificate** from National Board for Certification of Occupational Therapy; and a copy of **original wall certificate** of California Occupational Therapy License (or current state license)
 - For PT’s: Copy of California Physical Therapy License (or current state license)
 - Copy of Driver’s License
 - Copy of Social Security Card
 - Copy of Resident Alien (Green) Card, if applicable
3. Each candidate is responsible for securing three (3) references. A “Reference Form Cover Letter” & “Confidential Reference Form” should be sent **by you** to each of your references. At least one reference **must** be from your current supervisor.
4. All of the above materials and references **must** be submitted 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.

For further information, please call (213) 241-3325.