



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

SCHOOL OCCUPATIONAL THERAPIST AND SCHOOL PHYSICAL THERAPIST

Instructions to Applicants

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

- Review the OT Job Description or PT Job Description for qualifications.
- Complete an online application at www.teachinla.com.
The online application requires reference email addresses for the past three years, one of which must be for your current immediate supervisor. Three (3) reference forms at minimum are required to be submitted.
- Submit the following documents either in person, via fax, or via US mail to:

Los Angeles Unified School District
Division of Special Education
Related Services Department
OT & PT Program
333 South Beaudry Avenue, 18th Floor
Los Angeles, CA 90017
Fax: 213-241-8435

- **Applicant Employment Checklist** must be reviewed and signed
- **Cover letter** (maximum 500 words), indicating 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
- **Current copy of your resume**, including most recent employment and continuing education courses
- For OTs:
 - **Copy of original “frameable” wall certificate** from National Board for Certification of Occupational Therapy (NBCOT)
 - **Copy of current California Occupational Therapy License** (or current state license)
- For PTs:
 - **Copy of California Physical Therapy License** (or current state license)
- 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.
- You may be asked to submit to Human Resources a copy of Employment Authorization Documents (*i.e.* U.S. Passport, Permanency Residency Card, Driver’s License, and Social Security Card).

For further information, please call (213) 241-6200.