



POSTING # 39

**THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK**

An Equal Opportunity/Affirmative Action Employer

- DATE OF POSTING:** November 7, 2024
- POSITION:** Substitute Occupational Therapy Assistant – District Wide  
**Leave of Absence October 2024-December 2024**
- SALARY:** \$27.25 per hour (Step 1) - \$40.18 per hour (Step 11)  
*Salary determined from the School-Related Personnel (SRP) agreement*
- HOURS:** 6.5 hours per day
- CLOSING DATE:** Open until filled
- MINIMUM QUALIFICATIONS:** Licensed and currently registered by the New York State Education Department as an Occupational Therapy Assistant.
- BRIEF DESCRIPTION OF DUTIES:** Carries out occupational therapy procedures by working with students individually or in groups to provide treatment of an illness or disability and training in the activities of daily living; confers periodically with the Occupational Therapist regarding all facets of student care and related activities; may fabricate and apply splints and assistive devices, trains students in self-care activities and uses varied media to improve their physical or mental functioning; prepares and sets up occupational therapy treatment apparatus, participates with other school personnel in the formulation of student total health care plans; supervises Occupational Therapy Aides as directed by the Occupational Therapist; observes, records and reports students reactions to occupational therapy treatments and program; prepares and maintains records of treatment; provides for and observes safety precautions during all phases of therapy; inventories, cleans, stores and maintains supplies and equipment.
- REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Working knowledge of the principles, techniques and terminology of occupational therapy treatment procedure; working knowledge of occupational therapy material and equipment and their appropriate application to variety of student disabilities; ability to observe, record and report students responses to treatment; ability to work effectively with the aged, ill and disables; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.
- APPLY:** All interested and qualified individuals wishing to become candidates for this position must meet the minimum qualifications, and submit a complete application packet that includes a cover letter, resume, East Greenbush Central School District application and Rensselaer County Civil Service application (available on the district website [www.egcsd.org](http://www.egcsd.org)). Please send complete applications to:

*Marissa Cannon  
Director of Human Resources  
East Greenbush Central School District  
29 Englewood Avenue  
East Greenbush, NY 12061*

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

[Notice of Non-Discrimination Policy](#)

Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

Administration Center, 29 Englewood Avenue, East Greenbush, New York 12061  
Phone: (518) 207-2528 Fax: (518) 477-4833