DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION
501 Mariner Avenue
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JUDITH T. WON PAT, Ed.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

OCCUPATIONAL THERAPIST ASSISTANT (8.324)

ANNOUNCEMENT NO. HRD-063-2026
Open: June 16, 2026 **Close:** June 29, 2026

2023 GENERAL PAY PLAN (GPP)
OPEN: J-1; $37,913.00 per annum – J-10; $52,047.00per annum
PROMOTION: J-1; $37,913.00 per annum – J-18; $66,821.00 per annum

Employment: Probational/Permanent Appointment
Location: **Special Education**
Funding: Federal

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with an Associates degree or certificate in Occupational Therapy.

LICENSURE REQUIREMENT:

Possession of a current license as an Occupational Therapist Assistant with the Guam Board of Allied Health Examiners.

MINIMUM EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."
NOTE: To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

NATURE OF WORK IN THIS CLASS:

This a routine professional occupational therapy work.

Employees in this class assist in the practice of occupational therapy who works under the indirect supervision of an Occupational Therapist, or as otherwise determined by the supervising Occupational Therapist.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all duties listed, nor do the examples cover all the duties which may be performed.)

Provides direct patient care to patients, clients, residents, students referred to occupational therapy in a variety of healthcare settings, including outpatient treatment centers and clinics, schools, day care program or other related setting after an initial evaluation has been completed by a licensed Occupational Therapist.

Assist licensed Occupational Therapist in the evaluation of inpatients and outpatients of all age groups referred to occupational therapy. Assist the Occupational Therapist in performing standardized ot non-standarized assessments utilized to collect data' to establish baseline functioning, identify problem areas, determine therapeutic goals and objectives and formulate treatment plan.

Provides intervention services in compliance with the Individuals with Disabilities Education Act (IDEA) as outlined in the Individualized Education Plan (IEP) or Individualized Family Services (IFSP) under the supervision of the Occupational Therapist.

Observes and records patients' progress, attitudes, and behavior and maintain this information in client records .

Communicates and collaborates with the other healthcare professionals, teachers, para-educators, parents and/ or family members involved with the care of the patient.

Attends patient or client care conferences or meetings.

Prepares reports and maintains records.

Performs related duties as required.

MINIMUN KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles, practices and techniques of professional occupational therapy.

Knowledge of the pathology of physical and mental illness, psychology, human anatomy, kinesiology, physiology.

and other related sciences relevant to occupational therapy work.

Knowledge of the modalities used in the treatment of a wide range of physical and mental disabilities.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of the operation of varied occupational therapy equipment.

Ability to carry out prescribed occupational therapy treatment.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

EMPLOYMENT BENEFITS:
This is a permanent, full-time position with the Division of Special Education. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay period per year.

APPLICATION SUBMISSION AND DEADLINE:
Employment applications may be obtained from our website **https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html** or at the GDOE Human Resources Division located at Building B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up until **Monday, June 29, 2026** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of DOE job applications -one for FCH PA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):
This is an **EXEMPT** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to PL 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determination employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirement of the position to be filled as well as final review and approval from the Superintendent.

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheets, call 475-0496, and/or email **humanresources@gdoe.net.**

KATHERINE M.P. ADA,
Personnel Services Administrator

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