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Acting Superintendent of
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**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

OCCUPATIONAL THERAPIST II (8.323)

ANNOUNCEMENT NO. HRD-045-2026

Open: March 17, 2026 Close: CONTINUOUS (UNTIL FILLED)

2023 GENERAL PAY PLAN (GPP)

OPEN: M-1; \$49,731 per annum -M-10 \$68,269 per annum
PROMOTION: M-1; \$49,731 per annum -M-18 \$87,650 per annum

Employment: Probationary/Permanent Appointment

Funding type: Federal

Location: DIVISION OF SPECIAL EDUCATION

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of experience as an occupational therapist and graduation from a recognized college or university accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (AOTA) or the current governing board with a Bachelor's degree in Occupational Therapy; or one year of experience as an occupational therapist with a Bachelor's degree from a foreign program recognized by the National Board for Certification in Occupational Therapy; or
- B) A Master's Degree in Occupational Therapy from a recognized college or university accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association; or
- C) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL EDUCATION:

Certification or eligible for certification by the National Board for Certification in Occupational Therapy (NBCOT); and

Must possess a current license in Occupational Therapy with the Guam Board of Allied Health Examiners pursuant to Public Law 24-329.

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 is a complex professional occupational therapy work.

Employees in this class perform the full range of complex professional occupational therapy duties, including independent work in specialized areas of the profession. Employees often serve as a team or group leaders over less experienced professional staff and/or may supervise sub-professional personnel.

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

Plans, organizes, and participates in occupational therapy program to rehabilitate patients who are physically or mentally ill.

Confers with others concerning needs and requirements for occupational therapy services and develops educational programs.

Evaluates disabilities; tests and evaluates developmental level, manual dexterity, attention span and work tolerance of patients.

Chooses modalities to produce predetermined goals such as increased muscle strength and coordination, sensorimotor integration, and awareness of and ability to cope with surroundings and relationships.

Conducts training and instruction in fundamentals and techniques of occupational therapy.

Acts as consultant in interpreting occupational therapy activities to patients and their families and teachers.

Requisitions necessary equipment and supplies.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles, practices, materials and equipment of occupational therapy.

Knowledge of anatomy and physiology, neuro-physiological and psychosocial aspects of human development and behavior.

Knowledge of the construction, use and care of orthopedic appliances, self-care and adaptive equipment.

Ability to demonstrate techniques and teach objectives of occupational therapy.

Ability to plan specific programs according to needs and using activities selectively and effectively.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to lead the work of others.

Ability to supervise the work of others may be required.

Ability to inspire confidence and motivate patients to carry out treatment.

Ability to work effectively with employees and the public.

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 periods 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 in office, located at Building-B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up **until the position is filled** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time, Monday through Friday, except holidays. Please note that there are two types of DOE job applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

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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 P.L. 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 determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements 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 Sheet. You may contact us at 671-475-0496 or via email humanresources@gdoe.net.



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Personnel Services Administrator



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