

Job Opening Announcement & Job Description



Occupational Therapist	
<p>Supervisor: Managing Director of Special Services, Executive Director of Student Success & Learning</p>	<p>Division: Student Success & Learning Location/Assignment: Serving Districts in Chelan, Douglas, Grant, and/or Okanogan counties</p>
<p>Salary Range: \$83,838.00 - \$99,659.00 (level 1) \$88,647.00 - \$105,372.00(Corrected) (level 2)</p> <p><i>Salary based on 191-day position Salary range dependent upon education, experience, and expertise</i></p> <p>Benefits: Insurance benefits - includes medical, dental, vision, life & LTD (if hired for more than 95 days) HCA/SEBB Retirement - Through Department of Retirement (DRS) - TRS plan Sick leave - accrued at 8 hours per month Personal leave - 2 days per year Additional Benefit Information</p>	<p>Conditions of work: 191 days per year, 8-hours/day - <i>exempt position</i></p>

<p>GENERAL DESCRIPTION:</p> <p>This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as an Occupational Therapist. The OT will provide a full range of services to children ages 3-21. Responsibilities will include screening and assessment, designing treatment programs, providing direct therapy, supervision of COTA or therapy aide; consulting with school staff, parents, and outside agencies as appropriate; and functioning as a member of the multidisciplinary team to determine the child's eligibility for services, appropriate programming and on-going progress.</p>
<p>Qualifications</p> <p>Required:</p> <ul style="list-style-type: none"> • Valid Washington State ESA certification in Occupational Therapy or ability to obtain. • Valid Washington Department of Health License in Occupational Therapy. • Master's degree in Occupational Therapy. • Valid Washington State Driver's License and ability to commute regularly within the NCEDSD region. • Commitment to proactive advocacy for equitable education and opportunities for students with disabilities through collaborative partnerships with schools and families. • Exemplary interpersonal skills are desired to effectively communicate as a member of a multidisciplinary team with students, staff, administration, parents, and community health professionals. • Proven ability to effectively communicate both orally and in writing. • Capacity to produce high-quality written reports including evaluations, IEPs, and professional correspondence. • Willingness to stay current on special education issues and Medicaid rules and regulations, follow all relevant state and federal regulations for special education; and understand and follow the Family Educational Rights and Privacy Act (FERPA). • Demonstrated ability to establish and maintain effective working relationships with those contracted in the course of work. • Established professionalism including organizational skills and a commitment to follow through on tasks. Valid Washington State Driver's License and willingness to travel required. • Maintain up-to-date cumulative treatment notes for all students. • Participate in ongoing professional development. • Attend essential agency and district meetings as well as conferences as necessary. <p>Preferred:</p> <ul style="list-style-type: none"> • Experience screening, assessing, and designing treatment programs for pediatric populations. • Experience providing direct therapy and consulting with school staff, parents, and outside agencies as

appropriate.

- Experience functioning as a member of a multidisciplinary team to determine the child's eligibility for services, appropriate programming, and ongoing progress.
- Bilingual (English/Spanish) preferred.

Timeline:

Position opens: August 28, 2024

Position opened until filled with the first screen after 12 pm on September 11, 2024

Screening & Interviews as soon as possible

Position begins As soon as possible

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Skills, Knowledge, Responsibilities:

- Conduct timely evaluations targeting the areas of suspected disability within the scope of an occupational therapist and in accordance with WAC 392-172A.
- Develop, implement, and document treatment occupational therapy services for eligible students under IDEA
- Design and supervise treatment programs carried out by a certified occupational therapist assistant and/or other educational staff to meet treatment goals.
- Provide evidence-based direct and consultative intervention in special and general education classrooms.
- Possess and refine necessary treatment skills in the areas of fine motor disability, including independent living skills, sensory processing, perceptual motor skills, strength, range of motion, and coordination.
- Participate as an integral member of IEP teams by completing observations, interventions, screenings, referrals, evaluations, data collection, IEP and goal writing, ongoing progress monitoring, and general data-based decision-making.
- Effectively collaborate with families, healthcare agencies, and other appropriate community organizations.
- Maintain educational records that adequately capture present levels of performance, treatment effectiveness, and student progress through daily treatment logs and progress reports.
- Ability to create efficient schedules and keep them transparent and up-to-date
- Communicate effectively and work collaboratively with administration, staff (certificated and classified), parents, and outside agencies.
- Consistently use data to inform instructional practices.
- Observe strict confidentiality regarding student and personnel information.
- Ability to work independently under broad organizational guidelines to achieve objectives.
- Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.
- Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships.
- Demonstrated excellent verbal and written communication skills.

Professional Growth and Responsibilities:

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality & Quantity of Work
 - Attitude
 - Flexibility, Innovation & Initiative
 - Cooperation with Supervisor/Director & Peers
 - Demonstrates & Supports Agency Values
- Supports, implements, and abides by the NCESD and partnering agencies' policies, regulations, procedures, and administrative directives; demonstrates loyalty to the NCESD and other administrators.
- Supports and follows the policies and procedures of the agencies served.
- Submits records, reports, and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of her/his duties.
- Seeks and takes advantage of opportunities for professional growth.
- Supports and implements ESD policies, regulations, procedures, and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports, and assignments promptly and efficiently.
- Demonstrates open, clear communication, a positive, caring attitude, and the ability to work with students, staff, and parents.
- Assists in upholding and enforcing school rules, administrative regulations, and board policies and procedures.

- Maintains dress and appearance appropriate to a professional office setting.
- Works cooperatively with NCESD and school district staff to coordinate services and solutions for the assigned district.
- Assists with other responsibilities as assigned by the Associate Director of Student Success and Learning, Managing Director of Special Education, Deputy Superintendent of Student Success and Learning, or the Superintendent.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

Physical Demands:

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Sitting for extended periods of time may be required.
- Lifts and carries a maximum of 40 pounds.
- Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position online only. To access our online application please click the link below.

All completed packets must be submitted online and include:

- Updated Resume
- Cover Letter
- Two Professional References
- Sexual Misconduct Form

[Click here to apply](#)