

# Job Opening Announcement & Job Description



## Certified Occupational Therapist Assistant

<b>Supervisor:</b> Associate Director of Student Success and Learning, Director of Special Education Early Childhood Coordinator	<b>Division:</b> Student Success & Learning <b>Location/Assignment:</b> Chelan, Douglas, Okanogan & Grant Counties
<b>Salary Range:</b> \$41,389.00 - \$47,998.00 (level 1) \$43,467.00 - \$50,409.00 (level 2) <i>Salary based on 185-day position, Salary range dependent upon experience and expertise.</i>	<b>Conditions of work:</b> 95 - 185 days per year, 8-hours/day <i>non-exempt position</i>

### GENERAL DESCRIPTION:

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 the Occupational Therapist Assistant for 29 School Districts within our ESD region. The occupational therapist assistant will develop, implement and document treatment programs directly for students with disabilities within the scope of an occupational therapist assistant and/or supervise such treatment programs carried out by a certified occupational therapy assistant and/or technician to meet treatment goals. Assess and recommend environmental modifications and equipment adaptations to assure accessibility for students with disabilities. Must be able to communicate well with the multidisciplinary team (including parents), maintain up-to-date cumulative treatment notes for all students, follow all relevant state and federal regulations for special education and Part C (Early Intervention) of IDEA, and understand and follow Family Educational Rights and Privacy Act (FERPA). Participate in on-going professional development. Attend essential agency and district meetings as well as conferences as necessary. This position is based in Wenatchee, Washington.

### Qualifications

#### Required:

- Current Washington State license to practice as a certified occupational therapy assistant.
- Exemplary interpersonal skills in order 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 implement high-quality treatment aligned with occupational therapist recommendations, evaluation report, IEP/IFSP goals, and professional correspondence.
- Willingness to stay current on special education/Early Intervention issues and Medicaid rules and regulations.
- 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.
- Willingness and ability to travel frequently to and from districts and between buildings within the NCESD region.
- Willingness to engage in home visiting for the Early Intervention program.

#### Preferred:

- Knowledge of applicable Washington State and federal rules and regulations.
- 5 years' experience working in a school district.
- Bilingual in English and Spanish.

#### Skills, Knowledge, and/or Abilities:

- 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.
- Exceptionally high commitment to task accomplishment and flexibility in working hours and days.

**Timeline:**

Position opens: April 12, 2022  
Position open until filled  
with first screen after 12:00 pm on April 26, 2022  
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.

*Due to Governor Inslee's proclamation 21-14.1, dated August 20, 2021, all NCESD employees are required to provide proof of COVID-19 vaccination or provide supporting documentation for a valid health or religious exemption. New hires will need to provide such documentation on or before their first day of work.*

**NCESD is an Equal Opportunity Employer**

**Responsibilities:**

- Conduct therapy sessions within the scope of an occupational therapist assistant and in accordance with WAC 392-172A.
- Provide direct and consultative intervention in special and general education classrooms.
- Provide parent coaching activities within the Early Intervention program.
- Design and carry out programs targeting areas of fine and gross motor disability which may include, but will not be limited to, independent living skills, sensory processing, perceptual motor skills, strength, range of motion and coordination.
- Participate as an integral member of a multidisciplinary team within the scope of an occupational therapy assistant targeting important activities, including but not limited to, observations, interventions, screenings, data collection, ongoing progress monitoring, and general data-based decision making.
- Schedule flexibly to accommodate a changing caseload.
- Communicate effectively and work harmoniously with administration, staff (certificated and classified), parents, and outside agencies.
- Select materials to meet student's instructional/therapy needs.
- Observe strict confidentiality regarding student and personnel information.

**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 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.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- 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.
- Other duties as assigned by the Director of Special Education, Associate Director of Student Success and Learning or Assistant Superintendent of Student Success and Learning.

**Physical Demands:**

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- 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 on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line and include:**

- Updated Resume
- Cover Letter
- Two Professional Letters of Recommendation (less than a year old)

- Sexual Misconduct Form

[Click here to apply](#)