

Job Opening Announcement & Job Description



Occupational Therapist

Supervisor: Managing Director, Special Services, Executive Director Student Success & Learning	Division: Student Success & Learning Location/Assignment: Primarily Okanogan County
Salary Range: \$80,847.00 - \$96,104.00 (level 1) \$85,484.00 - \$101,612.00 (level 2) <i>Salary based on 191-day position</i> <i>Salary range dependent upon education, experience and expertise</i>	Conditions of work: 191 days per year, 8-hours/day - <i>exempt position</i>
Benefits: <u>Insurance benefits</u> - includes medical, dental, vision, life & LTD (if hired for more than 95 days) HCA/SEBB <u>Retirement</u> - Through Department of Retirement (DRS) - SERS plan Department of Retirement <u>Sick leave</u> - accrued at 8 hours per month <u>Personal leave</u> - 2 days per year Additional Benefit Information	

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 for School Districts primarily located in Okanogan County. The Occupational Therapist will develop, implement and document treatment programs directly for students with disabilities, within the scope of an occupational therapist, that have an adverse impact on academic performance and/or supervise such treatment programs carried out by a certified occupational therapist assistant and/or technician to meet treatment goals. Assess and recommend environmental modifications and equipment adaptations to assure accessibility for students with disabilities.

Qualifications

Required:

- Valid Washington State ESA certification.
- Current Washington State license to practice occupational therapy.
- Recent knowledge of applicable Washington State and federal rules and regulations.
- Exemplary interpersonal skills desired 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 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 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 on-going professional development.
- Attend essential agency and district meetings as well as conferences as necessary.

Preferred:

- Successful experience working in the public school setting.

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 programs directly for students with disabilities, within the scope of an occupational therapist, that have an adverse impact on academic performance, and/or supervise such treatment programs carried out by a certified occupational therapist assistant and/or technician to meet treatment goals.
- Provide direct and consultative intervention in special and general education classrooms.
- 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 targeting important activities including, but not limited to, observations, interventions, screenings, referrals, evaluations, data collection, IEP and goal writing, ongoing progress monitoring, and general data-based decision making.
- Provide consultation and advisory services to families, health care agencies, and other appropriate community organizations.
- Maintain appropriate data on students to document present levels of performance, determine treatment effectiveness and student progress, and to prove student attendance and participation.
- Schedule flexibly to accommodate a changing caseload.
- Communicate effectively and work harmoniously with administration, staff (certificated and classified), parents, and outside agencies.
- Evaluate and select materials to meet student's instructional/therapy needs.
- 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.
- Exceptionally high commitment to task accomplishment and flexibility in working hours and days.

Timeline:

Position opens: November 20, 2023

Position opened until filled with first screen after 12 pm on December 4, 2023

Screening & Interviews as soon as possible

Position begins January 2024

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**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.

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](#)