

Job Opening Announcement & Job Description



Occupational Therapist

Supervisor: Managing Director of Special Services, Executive Director Student Success & Learning	Division: Student Success & Learning Location/Assignment: Serving Districts or Early Intervention Program in Chelan, Douglas, Grant, and/or Okanogan counties
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> 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	Conditions of work: 191 days per year, 8-hours/day - <i>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 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.

Qualifications

Required:

- 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 NCESD 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.

Preferred:

- 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 on-going progress.
- Bilingual (English/Spanish) preferred.

Timeline:

Position opens: April 8, 2024

Position opened until filled with first screen after 12 pm on April 22, 2024

Screening & Interviews as soon as possible

Position begins August 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

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.
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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 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](#)