

# Job Opening Announcement & Job Description



## Occupational Therapist And/Or Intern

**Supervisor:** Managing Director of Early Learning and  
Managing Director of Special Services

**Division:** Student Success & Learning: Early Support for  
Infants & Toddlers and Special Services

**Location/Assignment:** Chelan, Douglas, Grant, and/or  
Okanogan counties

**Salary Range:** \$85,934.00 - \$102,152.00 (Level 1)  
\$90,863.00 - \$108,006.00 (Level 2)

**Interns' Salary Range:**  
\$53,346.00 - \$97,098.00 (Level 1)

*Salary based on a 191-day position.  
Salary range dependent upon experience and expertise*

**Benefits:**

**Insurance benefits** - Through the [HCA SEBB](#) program, includes  
medical, dental, vision, life, & LTD (if hired for more than 79  
days)

**Retirement** - Through the [Department of Retirement](#) (DRS)

**Sick leave** - accrued at 8 hours per month

**Personal leave** - 2 days per year

[Additional Benefit Information](#)

**Conditions of work:**

- 191 days per year
- 8 hours per day
- *Exempt or Non-Exempt position*

**General Description:**

This position is a rare opportunity to join an exciting team. The regional North Central Educational Service District 171 (NCESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff, children, and families as an Occupational Therapist with the NCESD Early Support for Infants and Toddlers team and Special Services team. The OT will provide a full range of services to children ages birth to 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 ongoing progress.

**Qualifications:**

**Required:**

- Valid Washington State ESA certification in Occupational Therapy or the ability to obtain
- Valid Washington Department of Health License in Occupational Therapy, or the ability to obtain
- 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
- Positive professional references from former supervisors and colleagues
- Capacity to produce high-quality written reports, including evaluations, IEPs, IFSPs, and professional correspondence
- Exceptional verbal communication skills and the ability to engage in complex conversations effectively
- Current knowledge of all relevant state and federal regulations for special education, early intervention, and Medicaid rules and regulations
- Demonstrated ability to establish and maintain effective working relationships in the course of work
- Evidenced professionalism, including organizational skills and a commitment to follow through on tasks
- Ability to learn and utilize the latest technologies within the field of education and Occupational Therapy
- History of professionalism in maintaining student records accurately and confidentially
- Eagerness to participate in ongoing professional development
- Attend essential agency and district meetings as well as conferences as necessary

**Preferred:**

- 3 years of successful experience in the field

- Occupational Therapist Program enrolled or the ability to enroll
- Bilingual (English/Spanish) preferred

**Timeline:**

Position opens: February 25, 2026  
 Position open until filled  
 First screening after 12 pm on March 11, 2026  
 Position begins: Mid-March

**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**

**Job Responsibilities:**

- Collaborate effectively with multidisciplinary teams, contribute to shared goals, and support a culture of collective responsibility and belonging
- Communicate clearly and professionally using two-way communication with students, families, staff, administrators, and community partners
- Demonstrate strong problem-solving and critical-thinking skills by analyzing student/family needs, researching evidence-based practices, and implementing effective solutions
- Manage time, caseloads, schedules, and documentation efficiently while adapting to shifting priorities and frequent interruptions
- Exhibit adaptability, resilience, and openness to change in complex and evolving educational environments
- Build and maintain trusting, respectful interpersonal relationships that support student success and inclusive practices
- Demonstrate reliability, professionalism, and accountability through consistent attendance, punctuality, and proactive communication
- Work independently under broad organizational guidelines while aligning practice to district, NCESD, state, and federal requirements
- Conduct timely evaluations targeting the areas of suspected disability within the scope of an occupational therapist and in accordance with WAC 392-172A.
- Conduct timely evaluations targeting the areas of suspected disability within the scope of an occupational therapist, and in the Early Support for Infants and Toddlers Policies and procedures, and IDEA Part C.
- Develop, implement, and monitor occupational therapy services that support student participation, access, and progress in school routines and home environments
- Provide early intervention services through parent coaching in natural environments, such as the child's home, childcare, or community settings.
- Provide evidence-based direct and consultative occupational therapy services in general education, special education, and natural learning environments
- Collaborate with educators and families to design and implement accommodations, modifications, and interventions supporting fine motor, sensory processing, self-regulation, and daily living skills
- Participate as an active member of evaluation teams, IEP/IFSP teams, and problem-solving teams, contributing assessment data, goal development, and progress monitoring
- Maintain accurate, confidential documentation reflecting present levels of performance, service effectiveness, and student progress
- Use data to inform intervention decisions and adjust services to improve student outcomes
- Support inclusive educational practices through staff consultation, strategy modeling, and professional learning

**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 NCESD policies, regulations, procedures, and administrative directives; demonstrates loyalty to the NCESD and other administrators.
- 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.
- 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.
- Assists with other responsibilities as assigned by the Managing Director of Special Services, Executive Director of Student Success and Learning, Deputy Superintendent, or the Superintendent.

**Physical Demands:**

- Frequent travel within the NCESD 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:**

- Resume
- Cover Letter
- Three Professional References
- Washington State Sexual Misconduct Disclosure Release

[Click here to apply](#)