

# Job Opening Announcement & Job Description



## Occupational Therapist

**Supervisor:** Managing Director of Special Services,  
Executive Director of Student Success & Learning

**Division:** Special Services

**Location/Assignment:** Serving Districts in 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)

*Salary based on 191-day position.*

*Salary range is 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 position

**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 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
- 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
- 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 ongoing progress

- Bilingual (English/Spanish) preferred

**Timeline:**

Position opens: April 1, 2026  
Position open until filled with first screening after 12 pm on April 15, 2026  
Screening & Interviews begin as soon as possible  
Position begins September 2026

**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, & Abilities:**

- 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:
  - Lead, Serve, and Support
  - Team Work
  - Problem Solving
  - Communication
  - Adaptability
  - Critical Thinking
  - Time Management
  - Interpersonal
  - Attendance
- 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 Managing Director of Special Services, Executive Director of Student Success and Learning, Deputy Superintendent, 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:**

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

[Click here to apply](#)