

# Job Opening Announcement & Job Description



<b>Student Assistance Professional</b> <i>2 Year Position Serving the Warden School District</i>	
<b>Supervisor:</b> Managing Director, Behavioral Health	<b>Division:</b> Teaching & Learning <b>Location/Assignment:</b> Warden School District
<b>Salary Range:</b> \$55,652.00 - \$66,154.00 (level 1) \$60,051.00 - \$71,383.00 (level 2)  <i>Salary based on 185-day position. Salary range dependent upon experience and expertise.</i>	<b>Conditions of work:</b> <ul style="list-style-type: none"> <li>● 185 days per year</li> <li>● 8 hours per day</li> <li>● Non-exempt position</li> </ul>
<b>Benefits:</b> <b>Insurance benefits</b> - Through the <a href="#">HCA SEBB</a> program, includes medical, dental, vision, life, & LTD (if hired for more than 79 days) <b>Retirement</b> - Through the <a href="#">Department of Retirement</a> (DRS) <b>Sick leave</b> - accrued at 8 hours per month <b>Personal leave</b> - 2 days per year  <a href="#">Additional Benefit Information</a>	

<b>General Description:</b> 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 students as the Student Assistance Professional for the Warden School District.
<b>Qualifications:</b>  <b>Required:</b> <ul style="list-style-type: none"> <li>● Associate’s degree (preferred in Human Services, Youth Development, or Addiction Counseling) and 5+ years of recent work-related experience                             <ul style="list-style-type: none"> <li>○ Work-related experience will include direct behavioral health support services</li> <li>○ Recent experience means some of the experience occurred within the last 2 years</li> </ul> </li> <li>● Minimum 2 years of recent, job-related experience working in K-12 student support in educational settings, health problem prevention, health promotion, behavioral healthcare, or a combination of experience in the stated areas</li> <li>● Willingness to work an occasional flexible schedule</li> <li>● Driver’s License or the ability to obtain</li> </ul> <b>Preferred:</b> <ul style="list-style-type: none"> <li>● Bachelor’s or Master’s degree in related fields (can substitute for 3 of the 5 years of required work-related experience described above)</li> <li>● Recent experience working to support the behavioral health of at-risk children and/or families</li> <li>● Recent experience working in the education and/or juvenile justice system, supporting youth behavioral health</li> <li>● Recent experience conducting youth psychoeducational or behavioral support groups, or training adults/youth in behavioral health topics</li> <li>● Bilingual and/or bicultural</li> </ul> <b>Skills, Knowledge, and/or Abilities:</b> <ul style="list-style-type: none"> <li>● Rapport-building, empathy, and inclusive caring with/for youth of all backgrounds and behaviors</li> <li>● Knowledge of childhood and adolescent development, the impact of adverse childhood experiences, and evidence-based youth prevention/intervention strategies</li> <li>● Demonstrates excellent written and verbal skills</li> </ul>

- Demonstrates outstanding customer service skills over the phone, in-person, and via email
- Relates and communicates effectively with others and maintains confidentiality of student information within protocols
- Portrays a positive attitude and independent problem-solving
- Ability to track and record performance data, submit complete paperwork on time
- Understands and carries out oral and written directions efficiently and effectively
- Demonstrates skills for the use of software applications, including MS Office apps, Google apps, and video conferencing
- Familiarity with office and desktop technology
- Exercises confidentiality, professional boundaries, and displays professionalism, loyalty, and integrity

**Timeline:**

Position opens June 25, 2026  
 Position open until filled  
 First screening after 12 noon on July 9, 2026  
 Screening & Interviews as soon as possible  
 Position begins: August 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**

**Job Responsibilities:**

**Program Implementation:**

- Use online data systems to identify at-risk students and outreach to students/families to provide ongoing support services
- Use online data systems to track performance and student information/outcome data
- Act as an advocate for students; provide consultation and training regarding youth behavioral health to education program staff as needed; serve as liaison between parents and education programs
- Work with school administrators to implement student assistance prevention/intervention strategies
- Organize, coordinate, and/or present relevant training regarding youth behavioral health to district staff, students, parents, and/or community members
- Communicate and solicit assistance from county prevention coalitions, law enforcement personnel, and social service and health agencies that address behavioral health and wellness in youth

**Student Services:**

- Assess student/youth needs and develop individualized youth service plans for behavioral health
- Conduct student behavioral health screenings and educational support groups
- Provide intervention and referral to other professionals to students who have, or demonstrate the potential to have, behavioral health problems
- Work with youth to identify and overcome barriers to student success in the school and community
- Develop an individualized intervention plan in collaboration with the student and school staff/multi-disciplinary teams (MDTs) that supports progress toward successful graduation
- Facilitate student communication with teachers on missing assignments, grades, and support services, as applicable
- Outreach and engage families to overcome barriers to academic success; Provide guidance to parents for effective parenting strategies to support their youth to be successful
- Serve as a resource, as requested by the supervisor, to community agencies or parent organizations that focus on youth behavioral health

**Curriculum:**

- Implement evidence-based student assistance prevention/intervention strategies and programs, including classroom presentations/lessons to students in assigned schools, and facilitating educational support groups for students
- Assist local districts in selecting and implementing student behavioral health curriculum and strategies that meet their needs
- Serve as a resource to classroom teachers and building administrators regarding behavioral health promotion and intervention best practices
- Assist with registration and administration of health behavior survey, the Healthy Youth Survey

**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
- 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 work 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 Managing Director, Behavioral Health, Assistant Superintendent, or Superintendent

**Physical Demands:**

- Frequent travel within the NCESD 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:**

The 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 Contacts
- Washington State Sexual Misconduct Disclosure Release

[Click here to apply](#)