

**JOB OPENING ANNOUNCEMENT  
NORTHWEST EDUCATIONAL SERVICE DISTRICT 189**

<b>POSITION TITLE</b> Occupational Therapist	<b>SUPERVISOR</b> Assistant Director of Special Programs and Services
<b>DEPARTMENT</b> Special Programs and Services	<b>WORK STATION</b> Deaf/Hard of Hearing Program – Island Elementary Anacortes, WA
<b>SALARY RANGE</b>  Certificated Salary A (State Salary Scale)	<b>CONDITIONS OF WORK</b>  <b>2.5 hours/week</b>

**SUMMARY:** The Occupational Therapist is responsible for providing assessment and instruction to students with motor deficits in groups or individual therapy in a variety of settings. The Occupational Therapist will assess, design, and implement appropriate therapy interventions to meet student motor needs through the I.E. P, and work as a team member. The Occupational Therapist also assesses and recommends environmental modifications and equipment adaptations to assure accessibility for students with disabilities in their educational environment.

**ESSENTIAL FUNCTIONS:**

- Plans, organizes, and conducts occupational therapy program activities for special education students who are disabled by mental, physical, and/or emotional conditions so they can develop, recover, or maintain daily living, working, and/or learning skills.
- Provides direct and consultative intervention in special and general education classrooms.
- Provides initial and reassessment evaluations to students referred by the evaluation team.
- Writes evaluation and reassessment summaries for students suspected of having fine and gross motor deficits.
- Writes and implements individual education plans appropriate to students needing therapy for fine and gross motor deficits.
- Participates as a member of child's study team in staff meetings and team assessments, and serves as case manager for students who have motor deficits.
- Provides services that help restore function, improve mobility, relieve pain and prevent or limit permanent physical disabilities of students suffering from injuries or disease.
- Maintains clear and concise records of students' activities and progress..
- Interprets therapy needs and works cooperatively with parents and teachers to achieve IEP objectives.
- Processes any paperwork required to obtain assessment permission and document parent contacts as legally mandated by the WACs.
- Schedules flexibly to accommodate a changing caseload.
- Communicates effectively and works harmoniously with administration, staff (certificated and classified), parents, and outside agencies.
- Evaluates and selects materials to meet student instructional/therapy needs.
- Maintains optimum learning environment for students by utilizing flexible service delivery models.
- Observes strict confidentiality regarding student and personnel information.
- Promotes and practices professional growth and development.
- Other duties as set forth by the program administrator deemed to be advantageous to the educational program.

**Supervisory:** This position may involve supervision of a Certified Occupational Therapy Assistant.

**OTHER JOB FUNCTIONS:**

Performs related duties as assigned.\*

**QUALIFICATIONS:**

A valid Washington State Educational Staff Associate (ESA) certificate with appropriate endorsement required. Current Washington State license to practice occupational therapy. Two (2) years of pediatric experience in a school setting preferred, but not required. Valid Washington State driver's license and First Aid/CPR card (or willingness to obtain) required. Personal vehicle required for transportation to various sites.

WSP/FBI criminal history background clearance required.

**Requires knowledge of:**

- Thorough knowledge of applicable Washington State and federal rules and regulations.
- The field of assignment sufficient to perform completely and accurately the full scope of responsibility as illustrated by example in this position description.
- Demonstrated ability to work as an effective member of a multi-disciplinary team.
- Demonstrated ability to communicate effectively with students, staff, administration, parents, and community health professionals.

\*Related duties as required are duties that may not be specifically listed in the Position Description but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

**Requires knowledge of (cont.):**

- Knowledge of techniques to help individuals who are disabled by mental, physical, developmental, or emotional conditions so that they can develop, recover, or maintain daily living, working, and/or learning skills.
- Knowledge of techniques to help restore function, improve mobility, relieve pain, and prevent or limit physical disabilities of children suffering from injuries or disease.
- Knowledge and skill to select, administer, and interpret those assessment instruments and procedures that will assist in determining the student’s rate and quality of growth and development.
- Knowledge and skill to plan and implement an occupational therapy treatment program to achieve explicit goals for the student.
- Knowledge of community support resources and family service agencies.
- Knowledge of current techniques and philosophy in education.
- Knowledge of operation of pertinent equipment, including a computer and software applications and related academic uses.

**Requires the ability to:**

- Plan, organize, and conduct occupational therapy activities for students to facilitate students’ development and rehabilitation.
- Set goals and objectives when working with students.
- Read, analyze, and interpret government regulations, forms, plans, and reports specific to the job activities.
- Maintain clear and concise records of students’ activities and progress and to write reports.
- Effectively present information and respond to questions from groups of staff, students, and parents.
- Handle confidential matters and information in a professional manner.
- Evaluate student growth and development.
- Communicate effectively with students, staff, administration, families, and community health professionals.
- Function as an effective member of a multi-disciplinary team.
- Work independently using effective time management and organizational skills.
- Conduct effective, informational meetings for individuals and/or groups.
- Establish and maintain effective working relationships with co-workers, school district staff, OSPI, and the general public.
- Maintain high standards of professionalism and diplomacy.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Travel to fulfill the essential functions of the position.

**Licenses and/or Certifications:**

- Valid Washington State Educational Staff Associate credential appropriate endorsement required.
- Current Washington State license as an occupational therapist.
- Valid Washington State driver’s license and proof of liability insurance required.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Work is performed in an educational setting to fulfill the essential functions of the position. The ability to sit for extended periods of time is required. Occasionally, the employee must crouch or kneel. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position. Lifts and carries a maximum of 30 pounds.

**Hazards:** Typically, the noise level in the work environment is moderate. The employee has direct responsibility for the safety and well being of others. Work is typically performed in an office/classroom environment, and employee is required to deal with a wide range of student achievement and behavior; required to be flexible with tasks and priorities; may need to deal with distraught or difficult individuals; potential exposure to ordinary infectious diseases carried by students.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer. It is the policy of the Northwest Educational Service District No. 189 to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status or physical or mental disability.

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Applications will be accepted **until qualified candidates are found.**

**A complete application file includes the following:**

1. Completed Northwest ESD 189 Certificated application form
2. Letter of interest reviewing qualifications and experience related to the essential functions of the position
3. Current resume
4. Signed Letters of recommendation (3 preferred)

Questions about the <b>application process</b> are directed to:	Questions <b>about the position</b> are directed to:
<i>Kristine Juhl, Personnel Assistant</i> Northwest ESD 189 1601 “R” Avenue Anacortes, WA 98221 360-299-4057	<i>Shirley Cutshall, Director</i> Special Programs & Services 360-299-4098