

# Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## JOB ANNOUNCEMENT

**JOB TITLE:** Occupational Therapist

*\*\*Re-Advertise\*\**

**OPEN:** September 3, 2024

**EXEMPT:** Yes

**SALARY:** Education Salary Scale

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** 12 Month School Year Contract

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** SpEd

**SUPERVISOR:** SpEd Director

**VACANCIES:** 1

**JOB SUMMARY:** Lummi Nation Schools is seeking an applicant who is student focused. Successful candidate will demonstrate awareness of specific student needs in order to enrich learning experiences. The candidate will provide occupational therapy services based upon the best available research and current practices.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Conduct a needs assessment to determine student needs to ensure placement in least restrictive environment (LRE) in accordance with the standards of practice established by IDEA.
2. Participate in screenings and meetings concerning potential referrals.
3. Completes evaluation(s) using standardized and informal tests within required times.
4. Continue to develop the school based occupational therapy program based on state and federal requirements and student needs and best practices.
5. Collaborate with special and general education staff regarding student placement and interventions.
6. Participate in IEP, assessment, and intervention meetings as appropriate.
7. Coordinates with outside school services to facilitate student learning experiences.
8. Keep contact log of student hours
9. Initiates and maintains parent contacts in NASIS contact log.
10. Provide quarterly and yearly reports.
11. Conduct and Provide input for three-year evaluation.
12. Monitor and evaluate student progress and make adjustments to services as necessary. Develop and maintain positive relationships with community connections.
13. Keeps abreast of current research in occupational therapy practices.
14. Attend staff meetings, in-service, parent-teacher conferences, and other professional development activities sponsored by LNS.
15. Must actively participate in the Professional Learning Communities.
16. Supervise special education paraprofessionals, if assigned.
17. Other related duties as appropriate.

## MINIMUM QUALIFICATIONS:

- Must hold a valid Washington State License as an Occupational Therapist; *required*
- Must be registered with the National Board for Certification in Occupational Therapy; *required*
- Must be certified in Sensory Integration Treatment; *required*

- Must have at least 3 years' experience working with multi-disabled and non-verbal students; *required*
- Must have at least 1 year experience conducting and scoring various types of assessments relating to Occupational Therapy; *required*
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of Neurodevelopment Treatment.
- Experience in working with students who require specialized feeding program.
- Knowledge of sensory integration techniques.
- Ability to work with non-verbal and multi-disabled students.
- Ability to develop individual programs in order to meet student needs.
- Ability to provide recommendations for services, goals, and objectives for student IEP's and ensure compliance with program requirements.
- Ability to identify proper assessment tool for testing.
- Ability to conduct evaluation(s) using standardized and informal tests within required times.
- Recommendations may include areas such as:
  - Fine Motor
  - Sensory Processing
  - Tactile & Textures
  - Vibration & Vibroacoustic
  - Sounds & Music
  - Visual Stimulation
  - Multi -Sensory Sensations
  - Aroma & Scents
  - Executive Functioning
  - Self-Regulation

### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Obtain a CPR, First Aid and Mandatory Reporting certification and participate in annual CPR/First Aid training.
- Preferably be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Academic School Year (12 Month Teacher Contract)
- Salary depends on Education Salary Scale
- 90 Day Probationary Evaluation Period Applies.

### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no

later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies.  
Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.