Lummi Nation School

Educational Excellence for the Future

2334 Lummi View Drive / Bellingham, WA 98226 Education Division Human Resources (360) 758-4349

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

JOB ANNOUNCEMENT
JOB TITLE: Occupational Therapist
Re-Advertise

OPEN: November 10, 2026
EXEMPT: Yes
SALARY: Education Salary Scale
SHIFT: Day
LOCATION: Lummi Nation School
DURATION: 12 Month Education Contract

CLOSES: Until Filled
JOB CODE:
DIVISION: Education
DEPARTMENT: Special Education
SUPERVISOR: SpEd Director
VACANCIES: 1

JOB SUMMARY: Lummi Nation Schools, a K–12 educational institution, is seeking a compassionate, student-focused School-Based Occupational Therapist (OT) to join our collaborative team. The Occupational Therapist plays a key role in supporting students' academic success by addressing barriers related to motor, sensory, and functional development. This position will demonstrate a strong understanding of individual student needs and will work closely with educators, families, and support staff to create inclusive and supportive learning environments. The OT will be responsible for evaluating students' motor and sensory development, developing, and implementing individualized intervention plans, participating in IEP meetings, and providing direct and consultative services to support students' educational goals across all grade levels.

ESSENTIAL JOB DUTIES AND RESPONSIBILITES includes the following, and other job-related duties as assigned.

1. Conduct needs assessments to determine student requirements and ensure placement in the least restrictive environment (LRE), in accordance with IDEA standards of practice.
2. Participate in screenings and meetings regarding potential student referrals.
3. Continue to develop the school-based occupational therapy program based on state and federal requirements, student needs, and best practices.
4. Collaborate with special education and general education staff regarding student placement, interventions, and consultative services to ensure integrated care.
5. Provide therapeutic interventions to support students in improving motor, sensory, functional, and academic skills.
6. Actively participate in IEP meetings, assessments, and intervention planning, as appropriate.
7. Coordinate with external service providers to facilitate comprehensive student learning experiences.
8. Maintain accurate contact logs of student service minutes.
9. Initiate and document parent communications in the NASIS contact log.
10. Provide timely quarterly and annual progress reports.
11. Conduct evaluations and provide input for initial and three-year reevaluations, in compliance with program requirements.
12. Develop individualized therapeutic interventions based on each student's unique needs and abilities.
13. Monitor and assess student progress, making service adjustments, as necessary.
14. Develop and maintain positive relationships with community partners and resources.
15. Stay informed of current research and best practices in occupational therapy.
16. Adhere to professional standards, protocols, and all applicable rules and regulations.

17. Attend staff meetings, in-service training, parent-teacher conferences (as requested), and other professional development activities sponsored by Lummi Nation Schools.
18. Actively participate in Professional Learning Communities (PLCs).

MINIMUM QUALIFICATIONS:

- Master's degree (or higher) in Occupational Therapy from an accredited program- or willing to obtain in the first 90 days of employment.
- Current Washington State licensure as a Licensed Occupational Therapist (OTR/L)- or willing to obtain in the first 90 days of employment.
- Certification from the National Board for Certification in Occupational Therapy (NBCOT), *preferred*
- Must meet state and federal requirements to provide occupational therapy services in a school setting.
- 2 years' experience working as a school-based Occupational Therapist, *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, SKILLS & ABILITIES:

- Proven work experience conducting and scoring various types of assessments relating to occupational therapy in a school-based setting.
- Proven experience working with disabled, multi-disabled and non-verbal students in a school-based setting.
- Knowledge of Neurodevelopmental Treatment (NDT) principles.
- Knowledge of the principles and practices of occupational therapy.
- Ability to work with students who require specialized feeding programs.
- Knowledge of sensory integration techniques.
- Ability to work effectively with non-verbal and multi-disabled students.
- Strong understanding of child development and educational systems.
- Ability to develop individualized programs to meet specific student needs.
- Ability to provide informed recommendations for services, goals, and objectives for student IEPs, ensuring compliance with program requirements.
- Ability to identify and utilize appropriate assessment tools for evaluating student abilities.
- Ability to conduct evaluations using both standardized and informal assessments within required timelines.
- Knowledge of, and ability to make recommendations for, support services in areas including, but not limited to fine motor skills, sensory processing, tactile sensitivities and textures, vibration and vibroacoustic input, auditory input (sounds and music), visual stimulation, multi-sensory experiences, aromatherapy and scent sensitivities, executive functioning skills, and self-regulation strategies.
- Ability to collaborate effectively with interdisciplinary teams, including teachers, counselors, speech-language pathologists, and physical therapists.
- Proficiency in writing clear, measurable goals and progress reports aligned with educational standards and therapy outcomes.
- Skill in adapting therapeutic activities and materials for diverse student populations, including those with cultural and linguistic differences.
- Competence in using assistive technology and adaptive equipment to support student access and participation in school activities.
- Strong organizational and time management skills to manage caseloads, schedule services, and meet documentation deadlines.
- Familiarity with electronic medical records (EMRs), IEP management software, and school data systems (e.g., NASIS or other student information systems).

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.

- Experience working within the Lummi Community with high-risk youth and families in supplying community support services/referrals; *preferred*
- Complete or attend training in First Aid, CPR and Mandatory reporting.
- Legally eligible to work in the United States.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Contract hours, which are 7:00 to 3:30 for 7-12 staff and 8:00 to 4:30 for K-6 staff
- Community events - participation is required
- MTSS model for services
- Follow all school policies and procedures
- Participate in the school improvement process, committees, SIP Plan, staff meetings, Professional Development, etc.
- Academic School Year Educator 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/JobsNow.php or request by e-mail 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.