

POSITION ANNOUNCEMENT

POSITION:	Certified Occupational Therapy Assistant (COTA)
REQUIRED QUALIFICATIONS:	Completion of a Certified Occupational Therapy Assistant program with passing of the NBCOT exam and current license by the South Dakota Board of Medical and Osteopathic Examiners.
EXPERIENCE/ SPECIAL SKILLS/ DESIRED	Familiarity with technology resources; ability to direct own work; ability to communicate effectively orally and in writing and strong organizational skills.
ESSENTIAL FUNCTIONS/DUTIES:	Under the direction and supervision of a Registered Occupational Therapist (OTR), the Certified Occupational Therapy Assistant (COTA) assists in supplementing, enhancing, and extending occupational therapy services by completing a variety of tasks designed by OTR to assist with assessment, intervention, treatment and activities to enhance motor, sensory, self-regulatory, feeding and other functional abilities. Assists OTR with screenings, assessments and occupational therapy services; follows and implements documented IEP plans or protocols; documents student progress toward meeting established objectives and reports the information to the OTR; assists the OTR during assessments with formal documentation, preparing materials, and performing clerical duties; prepares therapy materials and/or equipment for use in the classroom and therapy activities; adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom; assists in maintaining student records, tallying data, preparing charts, records, graphs, and reports; assists in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, and creates an orderly and clean learning environment; may implement behavior management programs for students as designed by certified staff, observes and reports significant student behavior, behavioral patterns, and/or other problems to the OTR. Communicates effectively and professionally with colleagues and students; complies with policies, operating procedures, and program requirements; participates in ongoing professional growth; requires regular attendance at the assigned duty location.
SALARY:	Base salary (with no experience) \$22/hour. Additional pay dependent upon experience.
WORK SCHEDULE:	3-5 days per week (to be determined), traditional school calendar.
START DATE:	August, 2021
APPLICATION DEADLINE:	Until filled

Applicants should send the following information to the Human Resources Office (address above or email employment@teachwell.org):

1. Letter explaining interest in this position.
2. Resume with updated information, work history and current employer.
3. Completed Teachwell application form (available at <http://teachwell.org/about-teachwell/employment/>)
4. Copy of SD COTA license and NBCOT certification.

Person hired will need to provide verification of eligibility to work in the U.S. and pass a fingerprint-based criminal background check. Teachwell Solutions is an Equal Opportunity Employer. Minorities encouraged to apply.

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info@Teachwell.org » w: Teachwell.org