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# Northeast Educational Services Cooperative

P.O. Box 327 • Hayti, South Dakota 57241  
605-783-3607 • Fax 605-783-3259

## Certified Occupational Therapy Assistant – Maternity Leave

Northeast Educational Services Cooperative is seeking a certified occupational therapy assistant to cover maternity leave in northeastern South Dakota during the 2026-2027 school year, for about 12 weeks starting in September 2026. Licensure by the South Dakota Board of Medical and Osteopathic Examiners or the ability to get such is required. Benefits include the use of a school vehicle.

The ideal candidate would live in or around Brookings, but we would look at any viable candidate living within our service region.

To be considered you must submit the NESC Application Form to the individual listed below. Additionally we welcome any of the following (as available).

- Letter of Application
- Resumé
- Credentials (licensure or proof of the ability to acquire such)

Application materials may be mailed to:

NESC  
Attn: Anneke Nelson  
P.O. Box 327  
Hayti, SD 57241

Alternatively, you may e-mail to [anneke.nelson@k12.sd.us](mailto:anneke.nelson@k12.sd.us) or fax to (605)783-3259.

*“Northeast Educational Services Cooperative (NESC) will work to provide specialized services to ensure that all children have the same opportunities to achieve success regardless of all challenges.”*

**JOB DESCRIPTION FOR**  
**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

I. Background Information

Some occupational therapy interventions can be performed successfully by someone other than a registered occupational therapist (OTR) if the person conducting that task has been properly trained and supervised by an OTR. In particular the direct therapy given to patients is well-suited to delegation.

Certified occupational therapy assistants (COTAs) assist in the provision of occupational therapy services that are designed and monitored by a supervising OTR. Additionally COTAs may support in other duties such as screening, scheduling, and recordkeeping.

This position is a 200 day contract.

II. Professional Responsibilities

- A. Deliver fine motor, sensory, and visual motor interventions, following treatment protocols established by the supervising OTR.
- B. Communicate student progress and potential issues to supervising OTR.
- E. Model, teach, and counsel parents and teachers how to promote growth increased independence for the child.
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Create and update a schedule of services, keeping the stakeholders notified.
- H. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- I. Perform other, reasonably-related duties as assigned.

III. Qualifications

COTAs must be licensed to assist with occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

# NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

## APPLICATION FOR EMPLOYMENT

<b>P E R S O N A L</b>	Last Name	First Name	Middle Name	Date
	Street Address			Primary Phone Number
	City, State, Zip Code			Additional Phone Number
	What job position are you seeking?			E-mail Address

<b>E D U C A T I O N</b>		Institution and Location	Degree or Diploma Awarded	Date of Completion
	Post-Graduate			
	Graduate			
	College			
	High School			

<b>EMPLOYMENT</b>	Please provide accurate information, starting with the most recent employer. Attach additional pages if necessary.
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<b>1</b>	Company Name	Company Phone Number
	Address	Employed (Month and Year) From   To
	Name of Supervisor	Pay Starting   Ending
	Job Title and Job Duties	Reason for Leaving

## EMPLOYMENT

Please provide accurate information, starting with the most recent employer. Attach additional pages if necessary.

<b>2</b>	Company Name	Company Phone Number	
	Address	Employed (Month and Year)	
	Name of Supervisor	From	To
	Job Title and Job Duties	Pay	
		Starting	Ending
		Reason for Leaving	

<b>3</b>	Company Name	Company Phone Number	
	Address	Employed (Month and Year)	
	Name of Supervisor	From	To
	Job Title and Job Duties	Pay	
		Starting	Ending
		Reason for Leaving	

<b>4</b>	Company Name	Company Phone Number	
	Address	Employed (Month and Year)	
	Name of Supervisor	From	To
	Job Title and Job Duties	Pay	
		Starting	Ending
		Reason for Leaving	

## NOTICE OF NONDISCRIMINATION

Northeast Educational Services Cooperative does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. In fact, it is required by federal regulations (including Title IX) not to do so. This protection extends to employment. Additionally, it provides equal access to the Boy Scouts and other designated youth groups. Inquiries about the application of Title IX and other non-discrimination policies to NESC may be made to the Title IX Coordinator or to the Assistant Secretary for Civil Rights of the Department of Education (or both).

The following person has been designated to handle any inquiries regarding NESC's nondiscrimination policies.

Title IX and 504 Coordinator  
310 5th Street  
P.O. Box 327  
Hayti, SD 57241  
(605)783-3607  
[tim.frewing@k12.sd.us](mailto:tim.frewing@k12.sd.us)

Below is the contact information for our regional Office for Civil Rights.

OCR, Kansas City Office	Telephone: (816)268-0550
U.S. Department of Education	Fax: (816)268-0599
1010 Walnut Street, 3rd Floor, Ste 320	TDD: (800)877-8339
Kansas City, MO 64106	E-mail: <a href="mailto:OCR.KansasCity@ed.gov">OCR.KansasCity@ed.gov</a>

For more information, including our Title IX policy, please visit [nesc.k12.sd.us/nondiscrimination.html](http://nesc.k12.sd.us/nondiscrimination.html).

## VETERAN'S PREFERENCE

Are you claiming a veteran's preference according to [SDCL 3-3-1](#)?  Yes  
(If yes, you will be asked to provide official, supporting documentation.)  No

## CRIMINAL BACKGROUND CHECK

Have you ever been arrested or convicted of any crime, other than minor traffic offenses?  Yes  
(If yes, explain in detail on a separate sheet of paper.)  No

As directed by [SDCL 13-10-12](#) and organizational policy, Northeast Educational Services Cooperative (NESC) conducts criminal background checks for prospective employees, contracted service providers, and field experience applicants who will have contact with children. During this investigation your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI) and the South Dakota Division of Criminal Investigation (SDDCI). Additionally you will be asked to provide your Social Security number, which helps to establish identity for federal records.

If you allow the background check, your criminal history record will be kept in a secure location at our office and will be shredded when you are no longer affiliated with our organization. Submitting fingerprints and your Social Security number is voluntary. However, failing to do so will negate your employment opportunity with NESC.

If the criminal history investigation leads to information that disqualifies your application, you have the right to obtain a change, correction, or update of your criminal history record by the rules set forth at [28 C.F.R. §16.34](#). (See also: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.) NESC will provide opportunity to do so. However, you must let us know of your intent to appeal within 5 days of the date you were informed of that disqualification.

Do you understand and acknowledge this information and the rights you have regarding criminal background checks?  Yes  
 No

Signature

Date