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Northeast Educational Services Cooperative

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

Occupational Therapist

Northeast Educational Services Cooperative is seeking an occupational therapist in northeastern South Dakota for the 2025-2026 school year. Candidates should hold or be able to acquire board licensure to practice speech-language pathology. Benefits include health and dental insurance, in addition to somewhat flexible workday expectations and the use of a school vehicle.

An ideal candidate would live in or around Brookings or Watertown, but we would also consider candidates living near other areas such as Huron, Milbank, or Sisseton. Candidates moving to our service area can receive a one-time moving bonus.

To be considered candidates should complete, sign, and submit the NESC application form (attached). Please also include any other information you would like us to consider (such as a cover letter, résumé, references, letters of recommendation, or information about licensure).

Application materials may be mailed to:

Attn: Tim Frewing
Northeast Educational Services Cooperative
P.O. Box 327
Hayti, SD 57241

Alternatively, you may e-mail to tim.frewing@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
OCCUPATIONAL THERAPIST, REGISTERED

I. Background Information

Registered occupational therapists (OTRs) are health care professionals who help clients to develop, recover, or maintain daily living and work skills.

Educationally-based OTRs focus on remediating a student's fine motor, sensory, or visual motor skills only to the point that such remediation is no longer needed to benefit from special education. Evaluation and consultation for potential impairments is an important part of the work.

This position is a 200 day contract.

II. Professional Responsibilities

- A. Administer fine motor, sensory, and visual motor evaluations (including skill-based assessments) and generate the related reports.
- B. Diagnose and remediate fine motor, sensory, and visual motor impairments based on the individual needs of the child.
- C. Model, teach, and counsel parents and teachers how to promote increased movement and independence for the child.
- D. Contribute to the development of Individual Education Programs (IEPs).
- E. Contribute to the development of Individual Family Service Plans (IFSPs).
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- H. Supervise Certified Occupational Therapy Assistants (COTAs).
- I. Perform other, reasonably-related duties as assigned.

III. Qualifications

OTRs must be licensed to practice occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

APPLICATION FOR EMPLOYMENT

P E R S O N A L	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

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

EMPLOYMENT	Please provide accurate information, starting with the most recent employer. Attach additional pages if necessary.
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1	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.

2	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	

3	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	

4	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

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: OCR.KansasCity@ed.gov

For more information, including our Title IX policy, please visit 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