



School District of New London

DISTRICT ADMINISTRATION OFFICE

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New London, WI 54961

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January 10, 2018

SCHOOL DISTRICT OF NEW LONDON Notice of Support Staff Position

POSITION OPEN: Certified Occupational Therapy Assistant

WHERE/TIME: 5 hours per day, Monday-Friday, based upon student needs; school year employee

WAGE RANGE: \$22.37 to \$24.30 per hour

BEGINNING DATE: As soon as possible

DUTIES: General job description attached

OTHER REQUIREMENTS:

- Wisconsin COTA License, eligible for DPI license
- Pediatric experience, schools background strongly preferred

If you are qualified for this position, please send a cover letter and resume via e-mail to jwillner@newlondon.k12.wi.us or mail to the address below by January 25, 2018.

Personnel Services
School District of New London
901 West Washington Street
New London, WI 54961

The School District of New London will provide reasonable accommodation for qualified individuals who are employees or applicants for employment.

If you need assistance or accommodation for the application process because of a disability, please contact the District Administrator's Office.

Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for an individual's disability.

The School District of New London does not discriminate on the basis of sex, color, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT
JOB DESCRIPTION**

Title: Certified Occupational Therapy Assistant (COTA)

Category: Select Specialists

Minimum Qualifications:

- Associate's or Bachelor's Degree
- Ability and initiative to work independently
- Ability to understand and effectively carry out oral and written instructions
- Strong communication skills (verbal and written)
- Must be able to maintain effective working relationships with staff members and the public
- Ability to work cooperatively with the staff of the district in fulfilling the district's mission, vision and goals
- Such other qualifications as the Board of Education may deem necessary or desirable

Reports To: Building Principal and Director of Pupil Services

Supervises: No one

Job Goal: COTA provides services to children with disabilities and to educational staff under the supervision of an Occupational Therapist (OT). COTAs follow a treatment plan/IEP goals developed by the OT and work to improve, develop, restore, or maintain a child's active participation in self-maintenance, work, leisure, and play in educational environments.

Performance Responsibilities:

1. Provides direct service according to a written treatment plan/IEP that the OT develops alone or with the COTA.
2. Maintain high standards of confidentiality, attendance, and flexibility, while working cooperatively with Supervisors and other employees.
3. Assists in data collection and evaluation. Maintains records and documentation.
4. Recommends modification of treatment approaches to the OT to reflect the child's changing needs.
5. Adapts environments, tools, materials, and activities according to the child's needs.
6. Communicates and interacts with other team members, school personnel, and families in collaboration with an OT.
7. Maintains treatment areas, equipment, and supply inventory.

8. Assists with clerical responsibilities, i.e. filing, finding information, copying reports, etc.
9. Develop and maintain a daily schedule, which includes sites, students/classrooms and other activities/duties.
10. Collaborate with OT a minimum of twice monthly.
11. Travels to and among schools to provide service.
12. Lift, transfer, and position children and equipment as necessary to provide occupational therapy.
13. Other responsibilities related to the position as shall be assigned by the Director of Pupil Services.

This list of duties and responsibilities is not intended to be all inclusive and may be expanded to include other duties and responsibilities that the Director and/or Building Principal may deem necessary from time to time.

Employee Signature

Date