



**HAYWARD COMMUNITY SCHOOL DISTRICT  
HAYWARD, WISCONSIN  
NOTICE OF VACANCY**

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

The Hayward Community School District is accepting applications for the position of a **PART TIME COTA** to begin August 2022.

**HOLD THE FOLLOWING CERTIFICATIONS/LICENSURE BY AUGUST 2022:**

- National Board Certification (NBCOT) as an Occupational Therapy Assistant
- Wisconsin Department of Safety and Professional Service Licensure (DSPA) as an Occupational Therapy Assistant
- Wisconsin Department of Instruction (DPI) Licensure as an Occupational Therapy Assistant

**DESIRED KNOWLEDGE/SKILLS:**

- Experience working with and engaging students
- Collaboration and teaming skills
- Strong communication skills
- Ability to follow treatment plans and ask clarifying questions as needed
- Good judgment and decision-making skills
- Must have organizational skills and be self-motivated
- Technology skills for documentation, billing, and implementation of assistive technology

**TERMS OF EMPLOYMENT:** This position is for a flexible work schedule; with up to 29 hours per week.

**BENEFITS:** Short and Long-Term Disability, WI Retirement System, Life Insurance. Family Friendly calendar with no evenings or weekends!

**TO APPLY:** Applicants may apply through the WECAN Website: <https://wecan.education.wisc.edu/#/> You will be required to upload a letter of application, resume, three letters of recommendation, and a complete set of college/university transcripts and credentials.

Craig Olson  
District Administrator  
Hayward Community School District  
15930 W 5<sup>th</sup> Street  
Hayward, WI 54843  
(715) 634-2619 ext. 9001

Application deadline: Applications will be accepted until filled.

"EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"