



1800 Storey Lane, Cottage Hills, IL 62018
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Messina Lenger, Director

SHORT-TERM OCCUPATIONAL THERAPY ASSISTANT (COTA) SUBSTITUTE
MATERNITY LEAVE

April 29, 2026

START DATE: August 2026-October 2026

QUALIFICATIONS

- Graduate of an ACOTE-accredited program in Occupational Therapy Assisting.
- Current license from the Illinois Department of Financial and Professional Regulation.
- Skilled in the application of occupational therapy techniques
- Ability to work effectively with people.
- Creative thinking and effective planning.
- Ability to recognize, report, and record pertinent information

RESPONSIBILITIES

- Directly report to and work under the supervision of the OTR responsible for specific treatment goals.
- Participate in the creation and implementation of occupational therapy treatment plans.
- Choose and prepare appropriate treatment materials and supplies.
- Work with students in a therapy setting or within the classroom, according to the IEP and the needs of students.
- Utilizing appropriate exercise or activities for restoration of physical function to increase balance, joint motion, muscle strength, and coordination.
- Provision of perceptual training and sensory stimulation.
- Teach means to achieve optimal levels of functioning in self-care and other ADLs (such as eating, dressing, writing, and transfer techniques).
- Instruction in the use of necessary adapted devices.
- Assists OTR in the construction of orthotic devices, such as splints or slings.
- Regular contact with classroom teachers regarding pupils' progress in the occupational therapy program. Consult with the teacher as needed regarding classroom difficulties.
- Offering psychological support and encouragement to assist pupils in meeting treatment goals.
- Observe and regularly record the physical and emotional condition of pupils (and/or family situation).
- Report to the OTR any significant changes or problems with pupils and obtain advice and consultation from the OTR on any pupil care or inter-family situation.
- Confers regularly with OTR to review pupil's progress and continuing plan of care, and makes joint visits with OTR whenever necessary to receive direct supervision. Logs supervision hours.
- Develop and maintain a daily schedule, which includes work location site, students' names/teachers/classroom, and other duties.
- Adjusting the schedule to cope with unanticipated situations, shows flexibility as well as organization while making efficient use of time.
- Attends and participates in in-service educational programs.
- Fills out statistic sheets daily, writes progress reports following each treatment session, and completes billing requirements (Medicaid and District Billing).
- Coordinate with Registered Therapists for the writing of the Individual Education Plan and Annual Reviews on each child annually.
- Participate in training related to safety.

SALARY: \$30/hour ([Collective Bargaining Agreement Salary Schedule](#); Will compensate for years of experience in a pediatric setting with pediatric clients.) Monday-Friday, 6.5 hours a day + 30-minute duty-free lunch

APPLY TO: kwieckhorst@region3sec.org **DEADLINE:** Position open until filled

Region III Special Education Cooperative offers employment without regard to race, color, creed or religion, age, sex, national origin, or disability.