



Certified Occupational Therapist Assistant

Position Title: Certified Occupational Therapist Assistant

Reports to: Supervising Occupational Therapist & Executive Director/designee

FLSA Class: Non-Exempt

Position Description:

Under the direction and supervision of a licensed Occupational Therapist, the COTA provides appropriate intervention services designed to enhance the student's potential for participating in a variety of learning environments. Good communication and interpersonal skills are necessary to collaborate with the supervising Occupational Therapist, educators, parents, and other school support staff. The COTA reports to the supervising Occupational Therapist and the Perandoe Executive Director/designee.

Requirements/Qualifications:

- Associates degree or two-year college certificate in occupational therapy assistant program.
- Certification: Must be licensed in the State of Illinois and have passed the Occupational Therapy Assistant National Certification Examination

Professional Performance Responsibilities:

- Implementation of therapeutic activities to remediate and/or compensate for difficulties in a student's sensory motor, fine motor, visual motor, self-care, perceptual, cognitive and/or mobility skills, as deemed appropriate by the supervising Occupational Therapist and directly related to the current OT plan/IEP.
- Document all therapy services including daily documentation, progress notes, supervision logs, and Medicaid billing within the designated time frame prescribed by the supervising Occupational Therapist
- Collaborate, consult, teach, and monitor professionals and paraprofessionals involved with the implementation of occupational therapy interventions
- Collect data to assist the Occupational Therapist in evaluating the student's needs and progress towards IEP goals
- Assist the Occupational Therapist with training of staff in therapeutic techniques, use of adaptive equipment, and determining students' adaptive equipment needs
- Attend Perandoe staff meetings/in-services
- Maintain inventory of equipment and supplies
- Attend school team/IEP meetings as appropriate
- Demonstrate ability to maintain highest standards of confidentiality
- Other duties as assigned by Director/designee.

Certified Occupational Therapist Assistant must have a valid driver's license and ability to use your vehicle during work hours.



Employee Benefits: Certified Occupational Therapy Assistant 2025-26

Total Salary/Benefit Package (For School Year)

- Based tentatively per resume for 180 days.

180 Days	BS - Yearly	Hourly	Daily
1	32,813	\$26.04	\$182.29
2	33,713	\$26.76	\$187.29
3	34,613	\$27.47	\$192.29
4	35,513	\$28.18	\$197.29
5	36,413	\$28.90	\$202.29
6	37,313	\$29.61	\$207.29
7	38,213	\$30.33	\$212.29
8	39,113	\$31.04	\$217.29
9	40,013	\$31.76	\$222.29
10	40,913	\$32.47	\$227.29
11	41,813	\$33.18	\$232.29
12	42,713	\$33.90	\$237.29
13	43,613	\$34.61	\$242.29
14	44,513	\$35.33	\$247.29
15	45,413	\$36.04	\$252.29
16	46,313	\$36.76	\$257.29
17	47,213	\$37.47	\$262.29
18	48,113	\$38.18	\$267.29
19	49,013	\$38.90	\$272.29
20	49,913	\$39.61	\$277.29
21	50,813	\$40.33	\$282.29
22	51,713	\$41.04	\$287.29
23	52,613	\$41.76	\$292.29
24	53,513	\$42.47	\$297.29
25	54,413	\$43.18	\$302.29

Retirement Plan

- IMRF (Illinois Municipal Retirement Fund)
- Employee pays 4.5% of tax-sheltered salary/Employer pays 9.31%

Medical Insurance:

- \$7,130 toward employee policy premium
- or \$6,630 Cash Option added to salary
- Vision and Dental: Employee paid

Paid Leave:

- Sick Days: 16 (unused accumulate to a maximum of 240 days)
- Personal Days: 3 (not used rolls into sick days)

Mileage:

- Reimbursed at the IRS rate

Professional Development

- District Paid Professional Development Opportunities