

**BELLEVILLE AREA SPECIAL SERVICES COOPERATIVE  
2411 PATHWAYS CROSSING  
BELLEVILLE, IL 62221  
618-355-4787**

***PERSONNEL VACANCY***

FY – 2021-2022

November 9, 2021

**POSITION DESCRIPTION**

**JOB TITLE**

**Certified Occupational Therapy Assistant**

**Location:**

Belleville Area Special Services Cooperative

**Qualifications Required:**

Must possess or be eligible for a valid license issued by the Illinois Department of Professional Regulation.  
Must have completed an educational program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).  
Must meet supervised work experience requirements and pass a National Board of Occupational Therapist (NBCOT) examination. Pass a criminal background check.  
Must be highly dependable with regard to regular work attendance, punctual arrival.  
Must possess the ability to work well with students, staff, and parents.  
Must possess adequate physical strength and knowledge of appropriate body mechanics to position and transfer students with severe physical limitations.  
Such alternatives to the above qualifications as the Director, in that sole and exclusive role, may find appropriate and acceptable.

**Work Schedule:**

7 hours per day, 5 days per week

**Salary :**

Salary and Benefits per Union Contract

**Contingent Upon:**

Board Approval

**Closing Date for Application:**

Remains open until position filled

**Submit Resumes or Letters of Application to:**

Brenda Lickenbrock, Executive Secretary  
Belleville Area Special Services Cooperative  
2411 Pathways Crossing  
Belleville, IL 62221  
Brenda.lickenbrock@bassc-sped.org

*The Belleville Area Special Services Cooperative offers employment without regard to race, color, creed or religion, age, sex, national origin, or disability. The BASSC Title IX Coordinator is Mr. Jeff Daugherty, 2411 Pathways Crossing, Belleville, IL 62221.*

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