

# CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## POSITION POSTING

(Applications for the following positions may be downloaded from the website at [www.clermontdd.org](http://www.clermontdd.org) or obtained in the Human Resources Department, located at the Thomas A. Willey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

**AVAILABLE POSITION**      **INSTRUCTOR/INTERVENTION SPECIALIST**  
32.5 hours per week; 184 days per year

**IMMEDIATE SUPERVISOR**      Principal

### **DUTIES:** (Summary Only)

Instructs or assists developmentally disabled students in the School Age Program in development of cognitive, socialization, communication, fine and gross motor, self-help and vocational skills; assists students individually or in groups in working toward established goals; assists students in basic living skills (e.g., personal hygiene, toileting, feeding, socialization, dressing, etc) as necessary during school day. Prepares teaching materials or aids to assist in student learning; sets up and operates audio/visual equipment to aid in instructing. Assesses student using appropriate assessment techniques in various program areas, gathers information from parents, professionals and records from students, and writes Individual Education Plans (IEP) for students based on student assessment; development; documents activities performed and progress toward objectives; completes scheduled updates in IEP's. Prepares and records daily lesson plans to address student needs; orders materials as needed for instruction; record data on daily activities, behavior programs for evaluation of students and revision of programs; records attendance, seizure activities, toileting activities and behavior problems of students', maintains substitute book. Works cooperatively with other staff, parents, caseworkers, family members, medical personnel, etc. to achieve student goals and programming as identified by IEP; facilitates communication with students through sign language, picture communication, etc. Gives direction to instructor assistant; works with instructor assistant to resolve student behavior problems or achieve goals. Promotes and implements the mandates and goals of the Clermont County Board of Developmental Disabilities in a professional, positive, and efficient manner. Assists Instructor Assistants to lift, position, and move students in a safe manner, according to inservice training, using proper lifting techniques. Administers oral and topical medication(s) to students, after receiving appropriate training, and when delegated by a Registered Nurse employed by the Board. Develops and demonstrates knowledge of current developments in field to provide most beneficial student care (e.g., participates in Employer provided training, etc.). Is required to provide own transportation to and from assignment areas. Performs other related duties as required or assigned.

**QUALIFICATIONS:** Intervention Specialist Certification/License issued by Ohio Department of Education. Prefer experience with autism/structured teaching. Must be physically able to lift, carry, and move children in a safe manner. Successfully pass pre-employment BCII check, Abuser Registry check, and Nursing Registry check.

**SALARY:** Instructor Salary Schedule

**POSTING DATE:** 6/9/10

**APPLICATION DEADLINE** Until Filled

**APPLY TO** Clermont County Board of Developmental Disabilities  
P.O. Box 156  
Batavia, OH 45103  
[mlubbers@clermontdd.org](mailto:mlubbers@clermontdd.org)