CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POSITION POSTING

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

AVAILABLE POSITION **INSTRUCTOR ASSISTANT**
32.5 hours per week; 184 days per year

IMMEDIATE SUPERVISOR Principal

DUTIES: (Summary Only)

Assists licensed instructor in teaching persons with developmental disabilities in approved curriculum areas (e.g., assists in maintaining classroom environment conducive to learning and free of health and safety hazards; giving assistance for and assisting in implementing daily lesson plans consistent with students' IEP's; assists in operating equipment and recording responses and efforts; prepares materials needed for instruction; assists students with mobility, physical, and clothing needs such as positioning, feeding, toileting, and getting on and off transportation vehicles.) Assists in preparing and maintaining records and reports (e.g., attendance, program objectives, behavioral data, progress data, revisions to IEP's; records data on charts and records; maintains files; reproduces copies using office equipment; may use computer for research and documentation.) At request of supervisor, attends meetings, conferences; attends staff meetings and training sessions. 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. Promotes and implements the mandates and goals of the Clermont County Board of MRDD in a professional, positive, and efficient manner. 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 client care (e.g., participates in Employer provided training, etc.) Is required to provide own transportation to and from assignment areas. Required to have valid CPR and First Aid if transporting students. Performs other related duties as required or assigned.

QUALIFICATIONS: Completion of secondary education and one (1) year experience with mentally retarded or developmentally disabled individuals; or equivalent. Must have Educational Aide Permit issued by Ohio Department of Education with ability to obtain ESEA Qualification. Must obtain and maintain required certification. 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 Assistant Salary Schedule

POSTING DATE: 6/9/10

APPLICATION DEADLINE: Until Filled

APPLY TO:
Clermont County Board of DD
P.O. Box 156
Batavia, OH 45103
mlubbers@clermontdd.org