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| <b>POSITION DESCRIPTION</b>   |  | OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES<br><br>PERSONNEL DIVISION                   | AGENCY<br><u>Ross County Board of Developmental Disabilities</u><br>DIVISION OR INSTITUTION<br><br>UNIT OR OFFICE<br>Pioneer Center |
| <input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change   |  | COUNTY OF EMPLOYMENT<br>Ross   |   |
| USUAL WORKING TITLE OF POSITION<br><br>Instructor – School Age  |  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br><br>Director of Educational Services |   |
| NORMAL WORKING HOURS (Explain unusual or rotating shift)<br>FROM: 8:00 a.m.      TO: 3:00 p.m.      Professional Employee – Overtime Exempt   |  |  |   |
| <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>   |  |  |   |
| <b>JOB DUTIES IN ORDER OF IMPORTANCE</b>  |  |  |   |
| <p><b><u>Essential Functions and Responsibilities:</u></b></p> <p>Establish and maintain a safe classroom environment conducive to learning. Use judgment and discretion to implement classroom instruction utilizing appropriate methods, materials, and equipment and adjust learning activities as needed. Develop and implement general classroom management procedures and specific behavior interventions and therapeutic supports. Coordinate programs with various specialists. Care for the hygiene, eating, and toileting needs of students.</p> <p>Develop with parents/guardians and other team members Individualized Educational Plans. Design programming based on concepts adapted from the general education curriculum. Write lesson plans which include activities designed to address IEP goals, incorporate specialized curricular needs. Evaluate/assess and document student performance and write IEP progress reports, and other special reports. Complete Alternate Assessments for designated students. Maintain routine classroom recordkeeping.</p> <p>Provides direction to classroom support staff. Develop and maintain cooperative and confidential relationships with parents/guardians, students, staff and other professionals. Maintains professional ethics in keeping with confidentiality of information and material with which he/she will come in contact. Relates program philosophy, procedures and goals to the general public in a positive manner. Complies with Individual Bill of Rights for Individuals with Developmental Disabilities.</p> <p><b><u>Marginal Functions and Responsibilities:</u></b></p> <p>Performs other duties as assigned<br/>                 Attends Professional Meetings<br/>                 Serves on committees as assigned<br/>                 Serves as a role model regarding Professional Standards</p> <p><b>300 Days Probationary Period</b></p> |  |  |   |

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| <p><b>A. Experience and Education</b></p> <ul style="list-style-type: none"><li>• Bachelor's degree or higher required</li><li>• Intervention Specialist License, Mild/Moderate or Moderate/Intensive, preferred</li><li>• One year experience of teaching Special Education, preferred</li><li>• Knowledge or experience with Behavior Support strategies for children with disabilities</li><li>• Knowledge or functional curriculum and differentiated teaching strategies</li></ul>  |
| <p><b>B. Licenses and Certifications</b></p> <ul style="list-style-type: none"><li>• Must hold and maintain a current, valid driver's license</li><li>• Must maintain insurability with automobile insurance carriers</li><li>• Valid ODE licensure for assigned position</li><li>• Satisfactory background evaluations</li><li>• Therapeutic Assault Prevention System certification (can be obtained after employment)</li><li>• Abuser Registry Clearance</li></ul>                   |
| <p><b>C. Equipment</b></p> <ul style="list-style-type: none"><li>• Standard office equipment such as copier, fax, calculator, etc.</li><li>• Personal computer and interactive educational/stimulation software programs</li><li>• Educational books and materials</li><li>• Audio visual equipment such as television, DVD, projectors, iPads, Smart Boards, etc.</li><li>• Augmentative communication devices, seating and standing devices, feeding/drinking utensils, etc.</li></ul> |
| <p><b>D. Working Conditions</b></p> <ul style="list-style-type: none"><li>• Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material and/or aggressive behavior.</li></ul>   |
| <p><b>E. Physical Requirements</b></p> <ul style="list-style-type: none"><li>• Position does require frequently alternating between sitting, standing, stooping and walking.</li><li>• Physically able to move, lift and carry clients/students in a responsible manner</li><li>• Physical examination by a qualified physician upon employment</li></ul>  |
| <p><b>F. Environmental Conditions</b></p> <ul style="list-style-type: none"><li>• Occasional operation of a vehicle in inclement weather conditions</li><li>• Exposure to distracting or discomforting noise</li></ul>   |

I have read the job description and understand it to be accurate of my duties and responsibilities. I understand that no accommodations are required by The Ross County Board of Developmental Disabilities if I cannot satisfactorily perform the essential functions for this position. Accommodations will be considered on an individual basis.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date