

POSITION DESCRIPTION		OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY <u>Ross County Board of Developmental Disabilities</u>
		PERSONNEL DIVISION	DIVISION OR INSTITUTION _____
			UNIT OR OFFICE 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 Ross	
USUAL WORKING TITLE OF POSITION Instructor Assistant - Substitute		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Educational Services Director	
NORMAL WORKING HOURS (Explain unusual or rotating shift) FROM: 8:30 A.M. TO: 3:00P.M.		REQUIREMENTS:	
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
JOB DUTIES IN ORDER OF IMPORTANCE			
<p><u>Essential Functions and Responsibilities:</u></p> <p>Provides direct assistance for instructor: Assists instructor in training, teaching and caring for handicapped or mentally challenged and developmentally disabled persons in social, personal, skill, and academic areas in classroom on playground, in gym; assists in bussing program, dressing, feeding and moving on individual basis and in groups; assists in maintaining discipline. This position will serve as a "Floater" as directed.</p> <p>Performs miscellaneous classroom chores: Maintains neat, clean classrooms and facilities; shops for materials and supplies; prepares, distributes, and maintains instructor's materials; constructs teaching aids. Ability to perform duties in multiple classrooms.</p> <p>Fills in for instructor, as needed: Performs as substitute for teacher in small group skill activity or in absence for short periods. Relates program philosophy, procedures and goals to the general public in a positive manner. Complies with Individual Bill of Rights.</p> <p><u>Marginal Functions and Responsibilities:</u></p> <p>Responsible for having knowledge of Board policies/procedures and work rules Performs other duties as assigned Attend Professional Meetings Serves on committees as assigned Serves as a role model regarding professional standards</p> <p>300 Days Probationary Period - Full-time only</p>			
List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.		Signature of Agency Representative/Date _____/_____	

A. Experience and Education

High School Diploma or equivalent
One Year experience in Special Education classroom, preferred

B. Licenses and Certifications

Must hold and maintain current, valid driver's license
Must maintain insurability with automobile insurance carriers
Valid ODE licensure for assigned position including Paraprofessional endorsement
Satisfactory background evaluations
Therapeutic Assault Prevention System Certification (can be obtained after employment
Abuser Registry Clearance

C. Equipment

Standard office equipment such as copier, fax, calculator, etc.
Personal computer and interactive educational/stimulation software programs
Educational Books and materials
Audio visual equipment such as Television, DVD, Projectors, etc.
Augmentative communication devices, seating and standing devices, feeding/drinking utensils, etc.

D. Working Conditions

- **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.**

E. Physical Requirements

Physically able to move, lift, and carry clients/students in a responsible manner
Physical examination by a qualified physician upon employment may be required

F. Environmental Conditions

Occasional operation of a vehicle under inclement weather conditions
Exposure to distracting or discomforting noise

Employee

Date

Appointing Authority

Date