

Please post through October 31, 2017

**THE LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION**

JOB CLASSIFICATION: INSTRUCTOR ASSISTANT

REGULAR HOURS OF WORK: 8:30 A.M. to 4:00 P.M. Monday – Thursday (163 days)

PAY RANGE : \$11.29 TO \$16.57

IMMEDIATE SUPERVISORS: Early Childhood Director

SPECIFICATIONS: This is specialized work assisting an instructor in the training of children who have developmental disabilities. The Instructor Assistant will receive direction and supervision from an Instructor. Instructor Assistants may not be used in lieu of an Instructor, but the Instructor Assistant may be assigned to assist more than one Instructor. He or she shall maintain professional ethics in keeping with the confidentiality of information and material with which he/she will come in contact and relate program philosophy, procedures and goals to the general public in a positive manner.

As an employee of the Logan County Board of Developmental Disabilities, the job incumbent shall comply with all Board policy at all times, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by our agency, demonstrates the upmost confidentiality of all information, and demonstrate cultural sensitivity to all diversity of beliefs, values and family structures.

DUTIES:

54%	Shall assist in the programming as outline on Individual Education Plan and as directed by the classroom instructor or supervisor.
10%	Shall assist in keeping training records, attendance reports, collecting monies and other record keeping activities.
10%	Shall assist in the loading and unloading of buses.
16%	Shall assist in maintaining discipline in the school cafeteria, school grounds and on excursions in the community, in accordance with the manner instituted by the classroom instructor and the policies and procedures of the program. Mannerism shall be conducive to learning and free of health and safety hazards.

- 2% Shall assist in the supervision of volunteers, students in training or enrollees in training, as directed by classroom instructor or supervisor.
- 1% Shall attend conferences, workshops, seminars, and meetings to enhance professional growth as permitted and/or requested by the administration.
- 4% Performs related duties as directed by classroom instructor and/or administration.
- 2% Maintain a cooperative relationship with the family of each child under his/her instruction in order to best facilitate and implement the Individual Education Plan.
- 1% As necessary employee shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

QUALIFICATIONS:

High school diploma or equivalent with additional training as appropriate.
 Educational Aide certification from Ohio Department of Education required.
 Early Intervention registration from the Ohio Department of Developmental Disabilities.
 Must be physically capable to lift, carry, and move enrollees, including children, adolescents, and adults in a safe manner, according to in-service training.
 Valid Ohio Drivers License

FLSA:

Non-Exempt from overtime

PROBATIONARY PERIOD:

1 Year

STATUS:

Para-professional Employee

*NOTE: 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 materials, and/or aggressive behavior.

Posted: 10/17/17

Apply by: 10/31/17

Submit completed application with cover letter & resume to:

**Deb Morrison
 LCBDD
 1851 St. Rt. 47 West
 Bellefontaine OH, 43311**