

HARDIN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

NOTICE OF AVAILABLE POSITION

POSITION: Prevocational Instructor

QUALIFICATIONS: Intervention Specialist Certificate/License with the Department of Education.

CLASSIFICATIONS: Permanent; full time; 9 months; 40 hours a week.
Hours: 8:00 AM – 4:00 PM

SUPERVISED BY: Superintendent

DUTIES: Administer evaluative instruments to determine individual needs of students. Develop and implement and Individual Education Plan for each student. Plan and implement daily lesson plans following ODE Instruction Standards and IEP objectives. Effectively oversee and coordinate classroom staff to implement IEP objectives and assure a healthy and safe learning environment. Maintain a cooperative relationship with the family of each student to best facilitate the IEP and to assure the skills learned are carried on into the home. Perform related duties as requested by the Administration.

SALARY: \$27.28/hr. - \$33.44/hr. (BA)

BENEFITS: Medical coverage, Vision Insurance, Employee Life Insurance, Sick Leave, Personal Days, Flexible Spending Account, (STRS) State Teachers Retirement System

DATE POSITION AVAILABLE: Immediately

DEADLINE OF APPLICATION: October 2, 2020

TO APPLY: Submit applications to:

Amy Newland, Director of Operations
Hardin County Board of DD
705 N. Ida St., Kenton OH 43326

An equal Opportunity Employer

School Age Instructor

Hardin County Board of Developmental Disabilities

FLSA: Exempt

Reports to: Superintendent

Status: Regular

Probationary Period 191 Days

Department: Simon Kenton School

Hours: 8:00 a.m. to 4:00 p.m. 191 Days
Per Year; Additional hours as required to meet the
operational needs of the Board.

Approved:

Date:

SUMMARY:

Under the general supervision of the Superintendent, the School Age Instructor performs specialized work in the instruction and training of children identified with developmental disabilities. At all times, the School Age Instructor must strive to meet the HHCBD published Mission Statement and exemplify the HHCBD defined Core Values.

QUALIFICATIONS:

Education/Experience –

- Bachelor's degree.
- Currently valid Ohio Intervention Specialist License or
- Intervention Specialist Supplemental Teaching License/Long term substitute teaching license with ability to obtain Ohio Intervention Specialist License within three years.

Other –

- Must have reliable transportation.
- Must maintain a valid State of Ohio Driver's License if operating a personal vehicle for official agency business.

PRINCIPAL ACCOUNTABILITIES:

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

1. Administers evaluative instruments to each child under his/her instruction in order to determine individual needs as indicated in the Evaluation Team Report.
 - a. Completes all required ODE Assessments per guidelines, and Outcomes as required.
 - b. Regular updates of assessments
2. Coordinates and works together with a team to create and implement an Individual Education Program(IEP) based upon total evaluative procedure in conjunction with the input of a multi-disciplinary team and parents
 - a. IEP reflects the child's needs and family priorities
 - b. IEP outcomes reflect sequential order
 - c. Conducts regular team meetings.
3. Plans and implements daily lesson plans designed to meet the unit and IEP objectives. Daily lesson plans must be based on the Ohio Academic Content Standards/Extended Learning Standards.

- a. Provides activities of instructional value for the entire period
 - b. Lessons are appropriate to the child's age and developmental level.
 - c. Routines are established and consistent
 - d. Ensures the child is engaged in each activity
 - e. Plan is flexible and is adjustable when necessary.
4. Relates program philosophy, procedures and goals to the general public.
 - a. Regular communications with the family
 - b. Participates in public relations activities
 5. Availability for parent conferences as scheduled.
 6. Maintains accurate and current records
 - a. Progress monitoring
 - b. Progress reports
 - c. Attendance
 - d. Monies received
 - e. Daily lesson plans and units
 7. Maintains a cooperative relationship with co-workers and families of the children under his/her instruction.
 8. Shall attend activities designed to enhance professional growth.
 9. Maintains professional ethics in keeping with the confidential material.
 10. Supervision of assistants, volunteers, students in training and enrollees in training
 11. Other duties as deemed necessary.

SUCCESS FACTORS:

To successfully perform this job, the following training, knowledge, skills and abilities are required.

Required Training: All HCBDD employees shall be required to complete all general mandatory training. These may include, but are not limited to:

- CPR, first aid, communicable diseases, child abuse/neglect recognition, blood-borne pathogens, emergency communications, hazardous communications, slips/trips/falls, personal protective equipment, sexual harassment, drug free work place, violence in the workplace, MUI and fire prevention.
- Must obtain and maintain Board approved behavior support and crisis intervention training.

Knowledge:

- Proficient with computers and applicable software, ability to use general office equipment.
- Working knowledge and understanding of behavior support, individualized service plans, medical, psychosocial, orthopedic and psychiatric aspect of disability.
- Working knowledge of client rights, federal, state, HCBDD programs and HIPAA. Knowledge of applicable statutes, regulatory standards and reporting authorities.

Language/Mathematical Skills:

- Ability to communicate effectively, both orally and in writing.
- Ability to perform basic math skills.

Reasoning Ability:

- Must be skilled in group facilitation, conflict resolution, crisis intervention and working through complex problem situations.

Other:

- Must possess a positive customer service attitude and image to all stakeholder groups. Must be able to work collaboratively and effectively with other agencies, professionals, staff, families and the public.
- Good leadership and organizational skills.
- Ability to keep accurate records.
- Must be able to tolerate the high demands of the position. The employee may be exposed to adverse weather conditions while driving and may be exposed to blood-borne pathogens, communicable diseases, potentially infectious materials and/or aggressive behavior.

GENERAL EXPECTATIONS:

Maintaining confidentiality is required. The employee is to report suspected or actual abuse/neglect, to follow the chain of command and to work effectively and cooperatively with others inside/outside the agency. Regular and predictable attendance is expected.

Preserving a valid certification, licensure or registration is expected for those positions that require such in order to continue employment. It is essential for the employee to maintain all training and inservices required by the position.

The HCBDD promotes a non-hostile and non-discriminating work environment. Employees must adhere to respectful conduct and language at all times. The Board expects all employees to follow policies/procedures of the department and Agency rules and regulations.

My signature below signifies that I have reviewed my position description and that I am aware of the contents and the requirements of the position.

Employee Signature: _____ Date: _____

***An Equal Opportunity Employer
And Service Provider***