



LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Instructor BA	Reports To:	Early Childhood Director
Division:	Early Childhood	Civil Service Status:	Classified FT
Schedule: Monday -Friday		FLSA Status:	Exempt
Salary Range: \$ 25.27 - \$ 39.86 per hr.		Hours: 8:30 AM – 4:00 PM	Days: 194

QUALIFICATIONS:

Bachelor's degree or higher.

LICENSURE OR CERTIFICATION REQUIREMENTS: Special Education or Pre-kindergarten Certificate/License with validation in Early Education of Handicapped, or Intervention Specialist from Ohio Department of Education.

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment). Must be physically capable to lift, carry, and move enrollees, including children, adolescents, and adults in a safe manner, according to in-service training.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

This is specialized work in the teaching of children who are developmentally delayed or have other disabilities. An employee in this class applies special methods of instruction that will develop life skills, abilities, and understandings. Employee works with considerable independence, receiving general and professional direction from the education services supervisor.

Plans and implements units of instruction relevant to the developmental level of each students under his/her care and which meets the individual education plan objectives. Maintains classroom discipline in accordance with program policies and procedures.

Administers evaluative instruments to each child under his/her instruction in order to determine Individual needs.

Establishes a working relationship with all parents through home visits and parent conferences for the purposes of sharing information that will benefit the educational progress of the student.

Plans and develops an Individual Education Plan based on a multifactor assessment, in conjunction with the input of a multidisciplinary team and parents.

Keeps accurate and current records of progress, attendance, of any monies collected and any other recorded material necessary for the efficient maintenance of the program. Daily lesson plans and units shall be based on approved early childhood curricula and IEP's.

Supervises assistants, volunteers, students in training and enrollees in training, as directed.

Maintain professional ethics in keeping with the confidentiality of information and material with which he/she will come in contact.

Attends those conferences, workshops, seminars, meetings designed to enhance professional growth as permitted and/or requested by the administration.

Relate program philosophy, procedures and goals to the general public in a positive manner.

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.

Assume other related duties as assigned by administration.

ESSENTIAL FUNCTIONS OF THE POSITION: *For purposes of 42 USC 12101 and OAC 4112-5-8:*

1. Instructs, demonstrates, and trains participants in order to develop skills, abilities, and understandings.
2. Plans, develops and implements IEP, ETR and IHP.
3. Plans and implements daily lesson plans.
4. Prepares and maintains accurate records, evaluations, reports, and other documents.
5. Participates in conferences, meetings, workshops, seminars, and committee meetings.
6. Communicates with parents, families and staff.
7. Interprets and complies with applicable laws, regulations, policies, and professional ethical standards.
8. Lifts, carries, and moves enrollees; assists in discipline of enrollees.
9. Maintains classroom discipline.
10. Maintains required certifications/degrees/licenses.
11. Travels to homes and educational settings as identified in student programs.
12. Demonstrates regular and predictable attendance.
13. 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.

GENERAL EXPECTATIONS:

- Promotes and implements the mandates of the LCBDD in a professional, positive, and efficient manner.
- Maintaining confidentiality is required.
- 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 in-services required by the position.
- The LCBDD 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.

POSITIONS DIRECTLY SUPERVISED: none

None

EQUIPMENT OPERATED:

Basic Office and Technology Equipment

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 materials, and/or aggressive behavior.

PROBATIONARY PERIOD:

One Year

I acknowledge that I have received a copy of the Instructor Description; I have read the Job Duties, Qualifications, Conditions, Essential Functions and Knowledge/Skills/Abilities of this position; I attest that I meet all requirements and I am able to perform the job duties of this position.

The position description accurately reflects the nature of the duties which I will be expected to perform, the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days.

I hereby understand that my position is that of Instructor and that I can be assigned to any Instructor position within the agency.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature	Employee Printed Name	Date
Superintendent Signature	Superintendent Printed Name	Date