



Allen County Board of
Developmental Disabilities

The mission of the Allen County Board of Developmental Disabilities is to:

- Reduce Barriers
- Ensure Supports
- Expand meaningful community involvement.

NOTICE OF AVAILABLE POSITION

ADMINISTRATIVE OFFICES

2500 Ada Road
Lima, OH 45801-3340
(419) 221-1385
Fax: (419) 221-1296

Theresa M. Schnipke
Superintendent
tschnipke@acbdd.org

Martha J. Nance
Director of Business
mnance@acbdd.org

Christine Calvelage
Human Resources Manager
ccalvelage@acbdd.org

Kristy Schweingruber
Service and Support
Administration Director
kschweingruber@acbdd.org

Jana McVetta
Director of Quality and
Support Services
jmcvetta@acbdd.org

CHILDRENS SERVICES

Peggy Cockerell
Director of Education
pcockerell@acbdd.org
2550 Ada Road
Lima, OH 45801-3340
(419) 221-1262
Fax: (419) 225-5184

Barb Blass
Early Childhood
Coordinator-HMG Contract
Manager
bblass@acbdd.org

www.acbdd.org

POSITION TITLE: Educational Aide

HOURS: 7:45 AM to 3:45 PM
Standard School Year - 183 days

WAGE RANGE: \$ 10.75 - \$12.64 per hour

JOB SUMMARY: Assist in meeting all educational, daily living, and safety needs of students. Maintain cleanliness of classroom.

REPORTS TO: Director of Education

DUTIES: Assists with the implementation of the classroom curriculum and lesson plans to promote the achievement of individual student IEP goals, school goals/mission, the Curriculum, ODE Content Standards. Assists in maintaining a classroom environment which promotes learning for all students.

Performance custodial duties in the assigned classroom(s) and adjoining restroom. Custodial duties include but are not limited to: sweeping/vacuuming/mopping classroom and bathroom floors and/or rugs, cleaning toilets, cleaning sinks, taking trash to dumpsters, etc.

Implements the class routines, as established by the teacher, and performs routine tasks with minimal direction.

Implements classroom management strategies which promote positive behaviors for all students. Interacts in a positive, nurturing manner with all students.

Assists in maintaining a classroom environment which is healthy, safe and meets the daily living needs for all students. (e.g. positioning, feeding, diaper changing/assisting with using restroom)



DUTIES (cont.):

Uses assistive technology (e.g. communication devices-low & high tech; intellikeys & intellitools; projector, computer for instructional purposes, etc) in the classroom to assure that all students can participate to the fullest extent possible in instructional activities.

Prepares professional reports and records as required.

Make positive contributions which promote the achievement of the Allen County Board of Developmental Disabilities and Marimor School mission and goals to facilitate a positive working environment.

Serve on committees as assigned.

Attend in-service training as required.

Complete with honesty and seriousness, a self-evaluation each year according to Board Policies.

Must actively promote teamwork and good public relations in my interactions with individuals served, parent/families, parent organizations, fellow employees, advocates, community organizations, service providers, all other DD industry agencies & the general public.

Performs other related duties as required. must abide by all policies and procedures of the Allen County Board of Developmental Disabilities.

May be exposed to hazardous conditions such as: communicable diseases, physical assault, road conditions caused by inclement weather, etc.

Must be physically capable to lift, carry, and move individuals served, including children, adolescents, and adults in a safe manner, according to in-service training.

This position has been deemed to be safety sensitive. Therefore I understand that I must pass drug screening tests and physical requirements as set forth.

QUALIFICATIONS:

High school diploma or equivalent.

2 Years associate degree in child development or Over one year through three years of experience working with children in a classroom setting.

Educational Aide Permit from the Ohio Department of Education.

Must fulfill requirements established by the Ohio Department of Education.

Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.

Must obtain and maintain an Ohio Department of Education Van Driver certificate.

First Aid, Communicable Disease and Child Abuse certification.

Skills in operating educational equipment and instructional aides.

Written and oral communication skills and organizational skills.

Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

Establish and maintain good rapport with students, staff, other professionals, parents and the public.

Knowledge in the safe handling of chemicals and cleaning supplies. Knowledge of OSHA rules and regulations regarding custodial duties.

Knowledge in operating industrial cleaning equipment (e.g. wet/dry vacuum, carpet extractor).

Knowledge of environment guidelines as per health code.

Receipt of acceptable criminal background checks from the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) are required.

CONTACT: Chris Calvelage
Human Resources Manager
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED: July 10, 2017

**FINAL DATE FOR
ACCEPTING
APPLICATIONS:** July 13, 2017*

** Persons presently employed by this agency must submit an Application for Internal Job Posting.*

Persons not employed by this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resources Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER / DRUG FREE WORKPLACE