

## NOTICE OF AVAILABLE POSITION

POSITION TITLE: Educational Aide – One on One (Temporary)

SALARY RANGE: \$12.31 / hour

### POSITION

DESCRIPTION: Assist in meeting all educational, daily living, and safety needs for a specific student. This temporary position is exclusively for enrollment of a specific child. Implement educational activities and behavior support strategies contained in the IEP and in the Behavior Support Plan for a specific child.

### DUTIES:

1. Assists with educational activities to promote the achievement of the assigned student's IEP goals.
2. Implements behavior support strategies which promotes positive behaviors for the assigned student. Interacts with the student in a positive, nurturing manner.
3. Implements the class routines, as established by the teacher, and performs routine tasks with minimal direction.
4. Documents progress on behavior support plan for assigned student. Completes accident and incident reports as appropriate. Prepares professional reports and records pertaining to the specific student as required.
5. Assists in meeting the health and safety needs for the assigned student. Assist the student with daily living skills.
6. Uses assistive technology (e.g. communication devices-low & high tech; projector, computer for instructional purposes, etc) in the classroom to assure that the assigned student can participate to the fullest extent possible in instructional activities.

RESPONSIBLE TO: Director of Education and Early Intervention

HOURS: Normal Work Hours: from 7:45 a.m. to 2:15 p.m.  
Standard School Year – up to 183 days  
\*Times will depend upon arrival and departure time of the bus from the school district for the specific student

- QUALIFICATIONS:
1. High School Diploma or equivalent.
  2. Educational Aide Permit from the Ohio Department of Education.
  3. Must fulfill requirements established by the Ohio Department of Education.
  4. May need First Aid, Communicable Disease and Child Abuse certification.
  5. 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.
  6. Must provide proof of liability insurance on personal vehicles.
  7. Skills in operating educational equipment and instructional aides.
  8. Written and oral communication skills
  9. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
  10. Organizational skills
  11. Establish and maintain good rapport with students, staff, other professionals, parents and the public.

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

DATE POSTED: August 28, 2019

FINAL DATE FOR  
ACCEPTING APPLICATIONS: September 2, 2019

**\*\*APPLICATION / TRANSFER PROCEDURE**

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

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or [hr@acbddd.org](mailto:hr@acbddd.org).

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