

**FRANKLIN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES**

**2879 Johnstown Road
Columbus, Ohio 43219**

POSITION OPEN: INSTRUCTOR ASSISTANT – FULL-TIME – TEMPORARY – WC

MINIMUM QUALIFICATIONS: High School Diploma or equivalent; experience in MR/DD field preferred; must be able to lift, bend, push and pull up to 50 pounds

LICENSE/CERTIFICATION REQUIRED: Educational Aide Certification - Ohio Department of Education; valid Ohio Driver's License - Ohio Bureau of Motor Vehicles

DUTIES/RESPONSIBILITIES:

Assists an Instructor in the supervision and instruction of students with moderate, severe and profound mental retardation in order to provide basic skill development in the areas of domestic skills, leisure skills, community and vocational skills; assists an Instructor in the organization and supervision of extracurricular activities; receives direction from the Instructor assigned; provides training in a wide variety of community-based settings which may require using public transportation or driving a county vehicle

Assists an Instructor in implementing daily lesson plans for assigned students in order to meet objectives as established on the students' Individual Educational Plan as required by, but not limited to, community training plans, lunch/snack programs, adaptive equipment programs, computer programs, routine medical procedures and systematic instruction plans

Assists an Instructor in maintaining a classroom environment which is conducive to learning and free of health and safety hazards

Assists an Instructor in the preparation and maintenance of written records and reports as required on, but not limited to, student attendance, program objectives, behavioral data and progress data for regular evaluations and for revision of Individual Educational Plans

Assists students to get on and off transportation vehicles

Performs as substitute for the Instructor in small group skill activities or in the Instructor's absence for short periods

Participates in and/or provides staff training programs; reads professional literature and attends seminars, academic classes or workshops to enhance professional knowledge and skills in areas such as, but not limited to, behavior modification, systematic training, counseling, normalization, mental retardation, instruction and/or curriculum development; attends and participates in staff meetings to obtain and provide information

May perform delegated nursing tasks and/or procedures

Performs other related duties as assigned

IF INTERESTED, PLEASE APPLY AT 2879 JOHNSTOWN ROAD, COLUMBUS, OHIO 43219 or www.fcbdd.org

AN EEO EMPLOYER