



Fiscal/Human Resources Office  
Scioto County Board of  
Developmental Disabilities

2619 Gallia Street  
Portsmouth, Ohio 45662  
740-353-0636  
FAX: 740-354-5852

**NOTICE OF AVAILABLE POSITION(S)**  
SUBSTITUTES FOR CLASSROOM AIDES AND CLERICAL SUPPORTS

**QUALIFICATIONS:** Must be able to present evidence of valid High School Diploma or equivalent. Must possess, or be able to obtain, if interested in working in a classroom an Ohio Department of Educational an Aide Permit. Experience working with groups of children preferred. Need the ability to work cooperatively and effectively with professionals, parents, children and others, to engage and maintain the interest of children, to follow instructions from supervisors, as well as take appropriate initiative. Must be able to physically lift students and objects as necessary to assist student in the course of the educational day (up to 50lbs). Fluency in American sign language a plus. Must be willing to work on-call. Substitute clerical staff work all year and classroom aides work the 9-month school year. Must have personable demeanor and neat appearance, patience and reliable transportation.

**JOB DESCRIPTION GUIDELINES:** Aides fill in for absent staff in assisting licensed intervention specialist in classrooms with students with multiple disabilities (e.g. assists in maintaining classroom environment conducive to learning and free of health and safety hazards), assists with implementing daily lesson plans and approved positive behavioral plans consistent with student's Individual Educational Program; assists in operating equipment and recording responses and efforts; readies materials needed for instruction; assists student with mobility, physical and clothing needs such as positioning, feeding, toileting, and getting on and off transportation vehicles; assists in social and extracurricular activities. Assists in preparing and maintaining records and reports. Performs miscellaneous duties to ensure the safety and wellbeing of persons served on basis of need and/or as assigned by supervisory personnel. Clerical substitutes fill in for absent staff and must be comfortable greeting and directing visitors, answering multi-line phone system, relaying messages, sorting, alphabetizing, and basic math skills.

Working conditions may exist that are not such as normally exist in the occupation of the public employee such as, exposure to blood-borne pathogens, communicable diseases, potentially infectious materials, and/or aggressive behavior. 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.

**COMPENSATION:** \$10.30 to \$12.36 per hour

**APPLICATION DEADLINE:** Open until positions are filled

**SEND RESUME & APPLICATION TO:** Scioto Co. Board of DD, HR Office, 2619 Gallia St., Portsmouth, OH 45662 or email: [sciotocountydd@sciotoodd.org](mailto:sciotocountydd@sciotoodd.org). Fax: 740-354-5852. Application available for download at: [www.sciotocountydd.org/jobopportunities.aspx](http://www.sciotocountydd.org/jobopportunities.aspx)

**DATE OF POSTING:** December 26, 2018

Superintendent Approval: \_\_\_\_\_

Date: December 26, 2018

The Scioto County Board of Developmental Disabilities is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, veteran's status, qualified mental or physical disability [except to the extent that physical ability to perform the job is a *bona fide* occupational qualification], political affiliation, parental status or genetic information. Individuals requesting any form of accommodation are encouraged to contact the Scioto County Board of DD.