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## Wayne County Board Of Developmental Disabilities

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### VACANCY NOTICE

Position: Substitute Intervention Specialist Assistant  
Position Available: Immediately  
Position Reports to: Director of Educational Services  
Requirements: High School Diploma or equivalent, ability to obtain ODE certification  
Work Day: 8:15 am to 3:15 pm (35 Hours/Week)  
Pay: \$18 per hour

#### **PRIMARY PURPOSE**

To assist the Intervention Specialist with the general supervision and management of a class of children with developmental disabilities.

#### **ESSENTIAL FUNCTIONS**

- Assists the Intervention Specialist in implementing the daily program for the supervision and education of students;
- Helps to plan, prepare, and present lessons under the director of the Intervention Specialist;
- Works with individual students or small group of students to reinforce learning of material or skills initially introduced by the Intervention Specialist;
- Assists in planning and preparing the learning environment, preparing needed materials, supplies, and equipment;
- Supervises the classroom when the Intervention Specialist is out of the room;
- Treats all children with dignity and respect;
- Assists other staff members in the development and implementation of educational, physical, and behavioral development programs;
- Assists the Intervention Specialist to supervise and promote activities designed to enhance the healthy emotional, social, and physical development of children in the program;
- Helps to conduct group activities and supervises students in the lunch room, playground, field trips, locker room, and other areas of the building;
- Helps children establish good habits of personal hygiene, changes diapers, assists with toileting, assists with feeding dressing, grooming, etc.;
- Attends all staff meetings and recommended training programs and conferences;
- Upholds and follows professional ethics, policies, and legal codes of professional conduct.
- Helps to maintain a clean and safe classroom;
- Observes, records, and reports on the academic progress and behavior of individual children as assigned;
- Performs various clerical duties as needed; (make copies, maintain records, etc.)
- Serves as the chief source of information and help to any substitute Intervention Specialist assigned in the absence of the regular Intervention Specialist;
- Maintains the same high level of ethical behavior and confidentiality of information about all students in the program;
- Promotes and exhibits teamwork with and among staff to maintain and enhance quality services and supports for students;
- Performs other duties as assigned.

## **WORKING CONDITIONS**

- Must be able to demonstrate flexibility in work environment, performing a variety of frequently changing tasks, and to demonstrate the ability to work effectively under stress.
- Must be able to provide physical care for students including but not limited to pushing and maneuvering students in wheelchairs; transferring students to alternate seating, changing tables, or mats on the floor with or without equipment; bathing, toileting, and feeding.
- Must be able to consistently use Universal Precautions; working conditions may include exposure to blood borne pathogens, communicable disease, and potentially infectious materials.
- Must be able to physically respond to students of any size who are engaging in aggressive and/or self-injurious behavior. Must be able to move quickly to maintain a safe environment to assist in a crisis, avoid thrown objects, and/or block physical aggression.
- Must be able to physically respond to student elopement.
- Must be able to meet the basic physical requirements as outlined in the “Identification of Performance and Essential Functions” form.

## **MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Must have a high school diploma or equivalent;
- Must be willing to obtain First Aid and CPR certification and keep current;
- Must remain free of any alcohol or controlled substance;

## **KNOWLEDGE, SKILLS AND ATTRIBUTES (Attained through coursework or experience)**

- Maintain strict confidentiality concerning student records; possess cultural awareness and sensitivity
- Demonstrate analytical and problem-solving skills, interpersonal skills, stress management, and time management skills
- Demonstrate ability to employ effective organizational skills, and effective verbal, listening, and written communication skills
- Exhibit being a self-starter, independent, and dependable worker

Interested applicants should contact:

**Jennifer Chong, Director of Educational Services**  
**Wayne County Board of DD**  
**266 Oldman Road**  
**Wooster, Ohio 44691**  
**330-345-7251**  
**[jchong@waynedd.org](mailto:jchong@waynedd.org)**

Posted July 11, 2023