



The Mission of the Defiance County Board of Developmental Disabilities (DCBDD) is to enrich the lives and meet the needs of individuals with developmental disabilities and their community throughout their lifetime.

Job Title: Teacher's Assistant

Work Location: 195 Island Park Ave., Defiance, OH 43512

Department: Good Samaritan School

Reports To: Principal

Full-time
 Part-time

Hours: Monday - Friday

Exempt
 Non-Exempt

Hourly
 Salary

Essential Duties and Responsibilities:

- Assists in maintaining a safe environment conducive to learning.
- Assists in implementing lessons and/or behavior programs consistent with the objectives of the Individualized Education Program (IEP) under the direction of the Teacher.
- Assists in operating equipment, recording responses and preparing educational materials.
- May be required to assist individuals with adaptive equipment such as positioning, toileting, feeding, standers, wheelchairs, lifts, TLSO braces, AFOs, splints, etc. in accordance with the IEP and after properly being in serviced.
- May be required to assist individuals with toileting, eating and hygiene skills and individual clean-ups that may include food spills, incontinence, vomitus and blood spills.
- Assists with mobility which may include individual walking, operation of a wheelchair, transfers, loading and unloading, per proper training.
- May be required to assist in multiple classroom settings throughout the day. May work with/assist substitutes assigned to the classroom.
- May be required to appropriately restrain individuals in accordance with an approved behavior plan.
- Attends and participates in various meetings, professional meetings, conferences, and inter-agency meetings, as assigned by the Principal or the Superintendent.
- Other duties as appropriate and assigned by the Principal or the Superintendent.

Education and/or Work Experience Requirements:

- High school diploma or General Equivalency Diploma (GED).
- Must obtain and maintain appropriate certification for Ohio Department of Education (ODE).
- Possess or acquire general knowledge of the developmentally disabled population, best practices in education, and behavior management principles.

Minimum Qualifications and Physical Requirements:

- Must be able to lift, carry and move office supplies, materials, and equipment required for day-to-day operations.
- Knowledge and utilization of universal precautions to prevent the spread of infectious contagious diseases along with being compliant on proper blood borne pathogens clean up procedures by OSHA standards.
- Maintains confidentiality and follows appropriate chain of command. Maintain professional ethics in keeping confidentiality of information and material in accordance with Federal HIPPA and FERPA laws.

- Ability to safely and successfully perform the essential job functions consistent with ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Successfully pass a physical examination and drug test after job offer.
- Obtain and maintain First Aid and CPR/AED certifications.
- Valid Driver's License to use Agency Vehicles.
- Possess or acquire knowledge of proper lifting techniques.
- Shall be physically able to lift, bend and move individuals in a safe manner according to in-service training.
- May be required to maintain certifications needed for Step up to Quality required by ODE and ODJFS.
- Ability to access worksite(s) required. May be required to pass a driving course and yearly physical to transport individuals to and from worksites.
- Must be able to talk, listen and speak clearly on the telephone.
- Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI), and abuser registry clearances. Ability to access worksite(s) required.

Work Conditions

- Professional office environment is provided. Travel within the county is expected.
- May be exposed to individuals who exhibit aggressive behaviors.
- May be exposed to infectious/contagious disease as part of employment setting.
- Ensures and maintains harmonious and effective relationships with other employees, consumers, parents/guardians, local school districts and state and local community service agencies.
- Knowledge and utilization of universal precautions to prevent the spread of infectious/contagious diseases.
- Maintains confidentiality and follows appropriate chain of command.
- Adheres to all local, state, and federal laws, and County Board of Developmental Disabilities policies and procedures.

Employee Understanding and Agreement

I understand and will perform the duties and requirements specified in this job description.

Print Employee Name:

Employee Signature:

Date:

Date Originated: 7/28/1993

Revised: