

## CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### POSITION POSTING

(Applications for the following positions may be downloaded from the website at [www.clermontdd.org](http://www.clermontdd.org) or obtained in the office, located at the Thomas A. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

#### AVAILABLE POSITION

#### INSTRUCTOR ASSISTANT

35 hours per week; 184 days per year

Bargaining Unit Eligible

#### IMMEDIATE SUPERVISOR

Principal

#### DUTIES: (Summary)

As an Instructor Assistant, you will assist a licensed instructor in teaching students with developmental disabilities in approved curriculum areas (e.g., assists in maintaining classroom environment conducive to learning and free of health and safety hazards; giving assistance for and assisting in implementing daily lesson plans consistent with students' IEP's; assist in operating equipment and recording responses and efforts; prepare materials needed for instruction; assist students with mobility, physical, and clothing needs such as positioning, feeding, toileting, assisting in the pool, and getting on and off transportation vehicles) You will assist in preparing and maintaining records and reports (e.g., attendance, program objectives, behavioral data, progress data, revisions to IEP's; records data on charts and records; maintains files; reproduces copies using office equipment; may use computers for research and documentation.) At the request of your supervisor, you will attend meetings, conferences, and training sessions. You should be able to work cooperatively with other staff, parents, family members, medical personnel, etc. to achieve student goals and programming as identified by IEP; facilitate communication with students through sign language, picture communication, etc. Promote and implement the mandates and goals of the Clermont County Board of DD in a professional, positive, and efficient manner. Administer oral and topical medication(s) to students, after receiving appropriate training, and when delegated by a Registered Nurse employed by the Board. Develop and demonstrate knowledge of current developments in the field to provide the most beneficial student care (e.g., participate in employer provided training, etc.) You are required to have valid CPR and First Aid if transporting students. Perform other related duties as required or assigned.

#### QUALIFICATIONS:

Completion of secondary education and one (1) year experience with developmentally disabled individuals; or equivalent. Must have Educational Aide Permit issued by Ohio Department of Education with ability to obtain ESEA Qualification. Must obtain and maintain required certification. Must be physically able to lift, carry, and move children in a safe manner. Successfully pass pre-employment BCII check, Registry checks as required by statute, and post-offer physical exam with drug test and physical agility test.

#### SALARY:

\$17.34 - \$19.07

#### POSTED:

01-02-2026

#### APPLICATION DEADLINE:

Until filled

#### SEND RESUME TO:

Kathy Booth, Human Resources

[kbooth@clermontdd.org](mailto:kbooth@clermontdd.org)

Clermont County Board of DD

2040 US Highway 50

Batavia, OH 45103

**The Clermont County Board of DD is an Equal Opportunity Employer**