NEW DEC 23 1984

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Institutional Helper	CODE: 03001
	MAJOR AGENCIES: County Boards of Mental Retardation	JURISDICTION: County

FUNCTION: Under close supervision from professional, technical, clerical or maintenance staff, cleans classrooms, assists in transporting students from place to place &/or assists in supervising students during bus loading & unloading & in accordance with capabilities, performs basic duties in services & support area (e.g., basic instruction, custodial, food service, recreation, transportation); Note: this classification is established for use in county mental retardation boards only. Its purpose is to allow a classification for clients to obtain experience in higher functioning occupational levels. Individuals may be assigned to any of the various programs within county board of mental retardation (e.g., educational services, workshop services). This position has been exempted from classified service in accordance with 124.11 (A) (12) of Revised Code.

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	46-68	Maintains orderly condition of classroom, straightening, arranging, dusting, wiping up, distributes & collects learning materials; counts & distributes milk cartons; helps move students from place to place &/or assists in supervision of students during bus loading & unloading.	Knowledge of (1) safety practices*, (2) institution policies & procedures*; ability to (3) carry out simple instructions, (4) demonstrate physical fitness, (5) count to basic addition & subtraction, (6) cooperate with co-workers on group projects.
2	32-52	Performs basic duties in accordance with capabilities in service & support areas (e.g., clerical, custodial, food service, basic instruction, recreation, transportation).	Knowledge of 1*, 2*; ability to 5, (7) follow basic oral instructions, (8) sort items into categories according to established methods, (9) develop good rapport with clients.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Must be currently enrolled in 169 program.	TRAINING & DEVELOPMENT:

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