REVISED: FEB 0 2 2003

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Intervention Specialist Assistant	CODE: 03020
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under general direction from intervention specialist, assists in teaching persons with mental retardation & developmental disabilities in approved curriculum areas, assists in preparing & maintaining written records & reports & attends meetings & training as required;

Note: Duties shall not include assignment of grades or administration of corporal punishment.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Assists licensed intervention specialist in teaching persons with mental retardation & developmental disabilities in approved curriculum areas (e.g., assists in maintaining classroom environment conducive to learning & free of health & safety hazards, giving assistance for & assisting in implementing daily lesson plans consistent with clients' Individual Education/Habilitation Plans; assists in operating equipment & recording responses & efforts; prepares materials needed for instruction; assists clients with mobility, physical & clothing needs such as positioning, feeding, toileting & getting on & off transportation vehicles).	Knowledge of (1) mental retardation & developmental disabilities foundation*, (2) behavior management*, (3) teaching methods & principles & habilitation programming for mentally retarded & developmentally disabled*; skill in (4) operation of educational equipment & aids (e.g., tape recorders, audio/visual equipment); ability to (5) interpret variety of instructions in written, oral or picture form, (6) copy materials accurately & recognize grammatical & spelling errors, (7) establish good rapport with clients, (8) lift, move & carry clients as indicated by local board. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: May be exposed to communicable diseases, blood-borne pathogens & bodily injury.	**MINIMUM CLASS REQUIREMENT (including license, if any.):** For positions working with children from birth through age two, must have valid Early Intervention Registered Program Assistant Level credential issued by Ohio Department of Mental Retardation & Developmental Disabilities pursuant to Sections 5123:2-1-04 and 5123:2-5-05 of the Ohio Administrative Code. For positions working with children 3, 4, & 5 years old & in school age classrooms, must have Educational Aide Permit issued by Ohio Department of Education pursuant to Section 3319.088 of the Ohio Revised Code.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Assists in preparing & maintaining records & reports (e.g., attendance, program objectives, behavioral data, progress data, revisions to Individual Educational Plans; records data on charts & records; maintains files; reproduces copies using office equipment; types materials).	Ability to (9) prepare & maintain meaningful, accurate & concise reports & records.
3		At request of supervisor, attends meetings, conferences &/or home visits with parents; attends staff meetings & training sessions.	Knowledge of 1*, 2*, 3*; ability to (10) handle routine & sensitive inquiries from & contacts with parents, public & other staff members.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):