REVISED: FEB 09 2003

| OHIO CLASSIFICATION SPECIFICATION<br><br>Developed for Equal Opportunity | CLASS TITLE:<br>Intervention Specialist Supervisor | CODE:<br>03024 |
|---|---|---|
| | MAJOR AGENCIES:<br>County Boards of Mental Retardation & Developmental Disabilities only | JURISDICTION:<br>County |

**FUNCTION:** Under general direction from principal, superintendent or designee, supervises intervention specialists, administers educational programs, assists with fiscal planning & management & attends &/or chairs various meetings, conferences &/or committees, if assigned also supervises intervention specialist assistants, ancillary services, para-professional, clerical &/or custodial personnel, &/or volunteers, &/or practicum students;

-PERFORMS RELATED DUTIES AS REQUIRED

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | | Supervises intervention specialists (i.e., assigns & reviews work, completes performance evaluations, recommends or authorizes leave, recommends or initiates disciplinary action); interviews and recommends applicants for hire, recommends assignments, transfers, promotions, grievance resolution & other personnel actions; establishes & maintains staff development programs; if assigned, also supervises intervention specialist assistants, ancillary services, para-professional, clerical, &/or custodial personnel, &/or volunteers &/or practicum students. | Knowledge of (1) supervision or instruction/principles of supervision, (2) principles of curriculum programming, (3) social & philosophical foundations, (4) educational field in which certification is held, (5) characteristics & needs of persons with mental retardation & developmental disabilities; ability to (6) deal with large number of variables & determine specific course of action, (7) establish friendly atmosphere as supervisor. |
| 2 | | Administers educational programs (e.g., plans, develops, implements & monitors instructional programs & coordinates instructional activities; develops & implements curriculum; develops & implements policies & procedures to ensure safe & effective educational programs & to maintain discipline; develops & administers support services for families of clients; develops & maintains recreational, transportation & records systems; assigns students & coordinates class schedules; participates in student enrollment procedures). | Knowledge of 1, 2, 3, 4, 5; ability to 6, 7.<br><br>(*) 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 supervising early intervention programs, must have valid Early Intervention Certified Supervisor level credential issued by Ohio Department of Mental Retardation & Developmental Disabilities pursuant to Sections 5123:2-1-04 & 5123:2-5-05 of the Ohio Administrative Code; for positions supervising school age programs, must have Administrative Specialist License issued by Ohio Department of Education pursuant to 3301-24-05(F)(2) of the Ohio Administrative Code.

REVISED: FEB 09 2009

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| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 3 | | Assists in fiscal planning & management & prepares &/or directs preparation of reports & data as required. | Knowledge of (8) fiscal management; ability to 6. |
| 4 | | Attends &/or chairs various meetings, conferences &/or committees; develops & implements informational services to facilitate communications, to maintain awareness of programs & to disseminate information to involved or interested parties & general public. | Knowledge of 1, 2, 3, 4, 5; ability to 6, (9) prepare & or edit materials for publication. |

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