REVISED: 5-24-98

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Instructor (Reading)	CODE: 03081
	MAJOR AGENCIES: County Board of Mental Retardation/Developmental Disabilities	JURISDICTION: County

FUNCTION: Under general supervision from administrative supervisor, assesses abilities & needs of referred clients, interprets results & develops & implements reading programs, to include individualized or group therapy/training, to meet clients needs, prepares & maintains required records & reports & attends meetings & training sessions; may train & monitor work activities of instructor assistant when assigned to program area.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Assesses clients with mental retardation & developmental disabilities referred for services, interprets results & develops & implements reading programs, to include individualized or group therapy/training, to meet clients needs.	Knowledge of (1) reading discipline, (2) characteristics & needs of clients with mental retardation & developmental disabilities, (3) child development, (4) teaching methods/habilitation programming for persons with mental retardation & developmental disabilities; skill in (5) use of reading supplies, equipment/instruments; ability to (6) define problems, collect data, establish facts & draw valid conclusions, (7) establish & maintain rapport with clients & staff, (8) lift, carry & move clients as indicated by local board. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):
May require travel.	Certificate for Multiple Handicap, or License for Moderate/Intensive Educational Needs as issued by Ohio Department of Education.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Prepares & maintains reports & records (e.g., assessments, program objectives & progress data; correspondence).	Knowledge of 1, 2, 3, 4; ability to 6, (9) prepare & maintain meaningful, accurate & concise records & reports.
3		Participates as member of inter-disciplinary team; consults with other staff, clients & families; attends meetings, workshops & training sessions.	Knowledge of 1, 2, 3, 4; ability to 6, (10) handle routine & sensitive inquiries from & contacts with staff, clients' families, clients & other parties.
			(*) Developed after employment.