STATE OF OHIO (DAS)  
CLASSIFICATION SPECIFICATION  
CLASSIFICATION SERIES: Youth Leader (Blind/Deaf School)  
SERIES NO.: 4661  
MAJOR AGENCIES: Education-Blind & Deaf Schools  
EFFECTIVE DATE: 09/01/2019  

SERIES PURPOSE:  
The purpose of the youth leader (blind/deaf school) occupation is to provide programmatic & custodial care for youth at blind & deaf schools.

At the lower level, incumbents care for & ensure safety of children in assigned dorm.

At the higher level, incumbents serve as administrator in charge & supervise youth leaders.

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<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>PAY GRADE</th>
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<tbody>
<tr>
<td>Youth Leader (Blind/Deaf School)</td>
<td>46611</td>
<td>7</td>
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CLASS CONCEPT:  
The full performance level class works under general supervision & requires working knowledge of residential programming and custodial care practices in order to care for & ensure safety of youth.

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<tr>
<td>Youth Leader Supervisor</td>
<td>46615</td>
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CLASS CONCEPT:  
The supervisory level class works under administrative direction & requires considerable knowledge of residential programming & services in order to manage programming & supervise youth leaders.
JOB TITLE: Youth Leader (Blind/Deaf School)  
JOB CODE: 46611  
B. U.: 03  
EFFECTIVE: 09/01/2019  
PAY GRADE: 7

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Ensures the safety and well-being of all students: supervises students before and after school hours; ensures safety in residential programming and events; discusses moral, ethical or other subjects with students & listens to problems; assists with homework; escorts students to classes or to off-campus activities; accompanies students to meals; conducts hourly bed checks at night.

Promotes optimal independence of all students: provides instruction and guidance of daily living skills; develops programs and activities that foster communication, social, emotional and personal growth; organizes and provides recreational activities for students; creates and disseminates monthly recreation calendar.

Completes detailed documentation in a timely manner (e.g., IRP reports, daily dorm logs, nightly sleep charts, student assessment checklist, student goal sheets, food order form, supply order form, dorm schedule, room assignment chart).

Observes and responds to student behavior issues in an appropriate manner (e.g., positive behavior reinforcements, firm, fair, consistent discipline, verbal prompting and redirection, CPI, and referrals to the school psychologist).

Performs light housekeeping in the dorms and instructs students on applicable chores (e.g., laundry, makes beds, cleans appliances, rotates food inventory and disposes of expired items, cleans floors, cleans counters, cleans dishes, empties trash).

MAJOR WORKER CHARACTERISTICS:
Knowledge of child care; hygiene; rules & regulations of residential living units*; addition & subtraction. Skill in housekeeping*; sign language*. Ability to deal with problems involving several variables within familiar context; read short sentences with concrete vocabulary; complete routine forms or records; lift 50-100 pounds; establish good rapport with students.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
12 mos. trg. or 12 mos. exp. in youth programs, educational support/care, or childcare.

-Or equivalent of Minimum Class Qualifications of Employment noted above.

Note: Must demonstrate Intermediate level on the Sign Language Proficiency Interview (SLPI) for positions assigned to the Ohio School for the Deaf.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Must obtain CPR, first aid, Crisis Prevention and Intervention & Student Monitor Permit within 3 mos. after employment. Must maintain CPR, First Aid and Crisis Prevention Intervention certification & Student Monitor Permit; &/or other certifications required by Ohio Department of Education; for positions assigned to Ohio School for the Deaf must demonstrate Advanced level on Sign Language Proficiency Interview (SLP) within one year from date of hire.

UNUSUAL WORKING CONDITIONS:
May work straight 8 hr. shift, may work 16 hr. shift, may work weekends; may be exposed to inclement weather; may be exposed to aggressive &/or unpredictable behavior; may be exposed to dirty or unpleasant elements; may be exposed to human waste/infectious substances.
JOB TITLE: Youth Leader Supervisor

JOB CODE: 46615
B. U.: 22
EFFECTIVE: 09/01/2019
PAY GRADE: 09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as the administrator in charge for one or more shifts in the residential department: Manages the programmatic functions of the residential department; develops, reviews & updates departmental policies and procedures (e.g., department work rules, emergency guide); recommends & implements School wide policies, procedures & programs that enhance the safety and well-being of residential students; communicates agency policy and procedures to staff, students, parents, general public, service care providers, & other related agency staff; creates professional development agenda & ensures staff participation; Attends leadership & departmental meetings; manages departmental budget & directs expenditures of residential services; Recruits, interviews, selects candidates and orients new employees; supervises youth leaders

Coordinates and oversees residential programs and services: Reviews Evaluation Team Report/Individualized Education Plan for student placement and provides recommendations to administration; Assists with student assessments (e.g., IEP, ITP, BEST); Reviews and provides feedback of student IEP/IRP, shares with educational team and collaborates regarding future goals; Develops, implements and supervises residential programming for students (e.g., lifelong learning skills, behavior modification, recreation, dormitory living, social interaction, personal hygiene, after school programs); Reviews daily and weekly student documentation from Youth Leaders; Creates and shares communication reports regarding student incidents (e.g., incident reports, compliance reports); Maintains confidentiality of student records and logs; Carries out the residential goals/activities (e.g., coordinates after school transportation, networks with community and initiates outreach activities); Coordinates and oversees residential programs and services: Reviews Evaluation Team Report/Individualized Education Plan for student placement and provides recommendations to administration; Assists with student assessments (e.g., IEP, ITP, BEST); Reviews and provides feedback of student IEP/IRP, shares with educational team and collaborates regarding future goals; Develops, implements and supervises residential programming for students (e.g., lifelong learning skills, behavior modification, recreation, dormitory living, social interaction, personal hygiene, after school programs); Reviews daily and weekly student documentation from Youth Leaders; Creates and shares communication reports regarding student incidents (e.g., incident reports, compliance reports); Maintains confidentiality of student records and logs; Carries out the residential goals/activities (e.g., coordinates after school transportation, networks with community and initiates outreach activities);

Manages and supervises youth leader staff: Provides positive and proactive leadership (e.g., develops successful work strategies, communicates messages among staff, assists with conflict resolution); Establishes goals, monitors performance and completes evaluations; Coaches, counsels and disciplines employees; Prepares work assignments and schedules; Ensures safety and supervision of students by managing daily staffing levels; monitors overtime roster and assigns work accordingly; Reviews and processes employee leave requests and biweekly payroll.

Maintains professional and technical knowledge: Attends educational workshops and reviews professional publications; Obtains certification in First Aid and CPR and training in Medication Administration, Crisis Prevention Intervention and Crisis Intervention Team.

Performs other related duties: Submits service request tickets for Technology and Maintenance issues; Arranges for open weekends and events (e.g., schedules Youth Leaders for work, coordinates with Maintenance, Custodial, Food Service and Student Health for various needs); Manages the business functions of the department (e.g., prepares and monitors budget, orders supplies and equipment, monitors maintenance and organization of files).

MAJOR WORKER CHARACTERISTICS:

Knowledge of childcare; hygiene; rules & regulations of residential living units*; supervisory principles/techniques*; employee training & development (Skill in sign language (for positions at the Ohio School for the Deaf); CPR*, first aid*, Crisis Prevention and Intervention*. Ability to apply principles to solve practical everyday problems; complete routine forms & reports; establish good rapport with students, establish friendly atmosphere as supervisor of unit.

(*)Developed after employment.
MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
24 mos. trg. or 24 mos. exp. in youth programs, educational support/care, or childcare.

- Or completion of undergraduate core program in behavioral science (e.g., psychology, sociology, social work, rehabilitation)

- Or 12 mos. exp. as Youth Leader (Blind/Deaf Schools)

- Or equivalent of Minimum Class Qualifications of Employment noted above.

Note: Must demonstrate Intermediate level on the Sign Language Proficiency Interview (SLPI) for positions assigned to the Ohio School for the Deaf.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Must obtain CPR, first aid, Crisis Prevention and Intervention & Student Monitor Permit within 3 mos. after employment. Must maintain CPR, First Aid and Crisis Prevention Intervention certification & Student Monitor Permit; &/or other certifications required by Ohio Department of Education; for positions assigned to Ohio School for the Deaf must demonstrate advanced level on Sign Language Proficiency Interview (SLP) within one year from date of hire.

UNUSUAL WORKING CONDITIONS:
May work weekends; may be exposed to inclement weather; may be exposed to aggressive &/or unpredictable behavior; may be exposed to dirty or unpleasant elements; may be exposed to human waste/infectious substances.