

Seneca County Board of Developmental Disabilities
780 E CR 20 * Tiffin, OH 44883 * 419-447-7521 * F: 419-448-5294

OPEN POSITION POSTING

July 23, 2026

Intervention Specialist Assistant (School of Opportunity)

Full-time/35 hours week/2026-27 school year

Seneca County Opportunity Center

JOB DUTIES INCLUDE*:

Assist in development of IEP goals and lesson plans; assist and supervise students in vocational, academic, social, leisure, self-help, communication, functional living, domestic and community skills training as designated on the IFSP/IEP in center or community sites. Prepare and maintain classroom, materials and equipment as directed by specialist. Participate in parent conferences. Perform classroom duties as directed by intervention specialist. Assist in documenting/disseminating student training, attendance, behavior and performance records and reports. Assist students with mobility, physical and clothing needs, behavior support strategies, positioning, feeding, toileting, basic therapeutic exercises, medical procedures, etc. under direction of designated specialist. Develop and maintain cooperative and confidential relationship with parents/guardians, staff, and students. Perform teacher's duties in his/her absence. Perform other duties as needed.

MINIMUM ACCEPTABLE QUALIFICATIONS/REQUIREMENTS:

- High School diploma or equivalent.
- Knowledge or experience with Classroom Management and Child Development.
- Experience or training on how to safely move individuals or objects.
- Ability to Obtain State of Ohio Department of Educational Aide Certificate (school age)
- Must successfully complete drug screening, physical ability exam and background check

COMPENSATION & BENEFITS:

- Starting hourly wage is \$16.00 or higher based on experience.
- Comprehensive benefit package includes medical, dental, vision and life insurance.
- Participation in Ohio Public Employees Retirement System (OPERS).
- Tuition reimbursement for continuing education.
- Sick leave, personal leave, paid holidays.
- Health Savings Account and voluntary wellness program.

INTERESTED APPLICANTS MAY APPLY BY APPLICATION, RESUME AND COVER LETTER TO:

SENECA COUNTY OPPORTUNITY CENTER

ATTENTION: TAWNY LEJEUNE

780 E. CR 20

TIFFIN, OHIO 44883

Or by email to

tjeune@senecadd.org

Applications are accepted until position is filled.

*A complete job description is available upon request.