

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

OPEN POSITION POSTING

August 28, 2026

**Substitute Intervention Specialist Assistant (School of Opportunity)
Intermittent (as needed)
Seneca County Opportunity Center**

JOB DUTIES INCLUDE*:

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 Intervention Specialist. 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 relationships 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:

- Hourly wage is \$16.00
- Participation in Ohio Public Employees Retirement System (OPERS).
- Sick leave

INTERESTED APPLICANTS MAY APPLY BY APPLICATION TO:

SENECA COUNTY OPPORTUNITY CENTER

ATTENTION: TAWNY LEJEUNE

780 E. CR 20

TIFFIN, OHIO 44883

Or by email to

humanresources@senecadd.org

Applications are accepted until position is filled.

*A complete job description is available upon request.