



## POSITION POSTING

- Position:** Developmental Specialist  
Full-Time Permanent, Classified Position
- Apply to:** Clinton County Board of DD  
**Administration**  
180 E. Sugartree Street  
P.O. Box 781  
Wilmington, Ohio 45177
- Availability:** On or after June 15, 2026
- Starting Salary Range:** \$24.23 - \$31.50 per hour based upon experience
- Deadline for Application:** Until filled

Internal applicants must submit a resume and letter of interest directly to Kyle Lewis, Superintendent. External applicants must complete an application to be considered for employment. Applications are available online at <https://co.clinton.oh.us/boardofdd/> or at the Board office. Applications should be submitted to the attention of Julie Eastes, Business Manager in person or by email [jeastes@clintondd.org](mailto:jeastes@clintondd.org).

### **Qualifications:**

*An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An acceptable qualification includes but is not limited to:*

Bachelor's Degree in child development, social services or related field, and one-year related experience.

Applicant must be twenty-one years or older. Applicant must be insurable and remain insurable throughout the course of employment by Clinton County DD's insurance. Employee must provide proof of personal vehicle insurance coverage upon initial employment and then throughout the course of employment as required. A conditionally hired employee must pass a post-offer drug test as a condition of continued employment, and then is required to remain substance abuse free and to submit to alcohol and drug testing in accordance with the Clinton County policy throughout the course of employment. An employee is required to submit to background checks as a condition of initial and continued employment, as specified by Board policy. A conditionally hired employee is required to document his or her identity and employment eligibility within 3 days of original appointment in compliance with Immigration Reform & Control Act requirements. Employee must comply with all Board policies and applicable requirements, and perform the job to performance standards throughout the course of employment. Possession of a required license, registration or certification.

Posting Dates: Internal & External May 11, 2026

## **Job Responsibilities:**

**To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below and any other duties required. Reasonable accommodations that do not create an undue hardship are made for a person who is disabled as prescribed by the Americans With Disabilities Act.**

Assists in the completion of evaluations and assessments used to determine eligibility.

Provides services in the home to children who are developmentally delayed and to their families who are eligible for services.

Assists in development of an Individual Family Service Plan with Early Intervention, and participates in reviewing plan every 180 days and annually.

Provides developmental information to families, encourages self-competence, and documents progress.

Maintains records and reports.

Prepares periodic evaluations and materials.

Participates in Toddler Play Groups and assist with Family Fun Days.

Travels off site to perform job responsibilities. Attends trainings as required to acquire and maintain credential and remain up-to-date on issues relative to completion of job responsibilities.

Maintains and complies with confidentiality principles and standards.

Exhibits regular and predictable attendance.

Performs other related duties as assigned by supervisor.

***Clinton County Board of Developmental Disabilities is an Equal Opportunity Employer***