Building Bridges Developmental and Community Services, Inc.

Job Description & Duties

Displant Early Childhood Developmental Spec Output Opportunity Galaxy Galaxy Galaxy Galaxy BBCCS HAS DETERMANED THAT THIS POSITION IS "SAFETY SENSITIVE" OULLIFICATIONS 1 Bachelor's Degree and an Arbanas Special Education Teaching Certificate or work toward Additional Lensure Plan (ALP) Bachelor's Degree. 1 Bachelor's Degree and an Arbanas Special Education Teaching Certificate or work toward Additional Lensure Plan (ALP) Bachelor's Degree. 2 Training Segmence in working with developmentally disabled. 3 Satisfactority pass drug screene, criminal background check, solid & child maltreatment check, FBI checks as required by LEOC, DDS & DHS 1 Participates as an active member of the multi-diciplinary team for assigned Consumers' conferences and programming. 2 Assis in proparation of proceed lesson plans that reflex the activities and exercises to be engaged in by all students for the total programming period, based on the IPP. 3 Evaluate consumers performance and updates plans and methods at proscribed intervals. administers evaluations to consumers to meet DOS guidelines 3 Udentianis Game and accelection, aday notes, and observational records to be used for perpasation of nonthity / quartering programming. 3 Maintains and / or requests adeqquate teaching materials throug	Employee Name:	JOD Desci	ription & Duties Date:	
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List #	Job Title	Backup
43	#REF!	#REF!
	BBDCS CONFIDENTIALITY A	GREEMENT FOR WORKFORCE MEMBERS
SEC 1	I understand that BBDCS has a legal and ethical responsibility to maintain consumer privacy, including obligations to protect the confidentiality of Consumer Information and other Confidential Information such as financial data and operational information	
SEC 2	I understand that during the course of my employment (or locum tenens, internship, training, or other affiliation) with BBDCS, I may see or hear Consumer Information or other Confidential Information.	
SEC 3	As a condition of my employment with BBDCS, I understand that I must sign and comply with this Agreement.	
SEC 4	By signing this document I understand and agree that:	
SEC 4.1	I will disclose Consumer Information and or Confidential Information only if such disclosure complies with BBDCS policies, and is required for the performance of my job.	
SEC 4.2	My personal access code(s), user ID(s), access key(s) and password(s) used to access computer systems or other equipment, if any, are to be kept confidential at all times.	
SEC 4.3	I will not access or view any information other than what is required to do my job. If I have any question about whether access to certain information is required for me to do my job, I will immediately ask my supervisor for clarification.	
SEC 4.4	I understand that any Consumer Information or Confidential Information that I access or view at BBDCS does not belong to me.	
SEC 4.5	I will not discuss any information pertaining to the organization in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events). I understand that it is not acceptable to discuss any organization information outside the organization even if specifics such as a consumer's names are not used.	
SEC 4.6	I will not make inquiries about any organization information for any individual or party who does not have proper authorization to access such information.	
SEC 4.7	I will not make any unauthorized transmissions, copies, disclosures, inquires, modifications, or purges of Consumer Information or Confidential Information. Unauthorized transmissions include, but are not limited to, removing and /or transferring Consumer Information or Confidential Information from BBDCS's computer system to unauthorized locations (for instance,	
SEC 4.8	Upon termination of my employment with BBDCS, I will immediately return all property (e.g. keys, document, ID badges, etc.) to BBDCS.	
SEC 4.9	I agree that my obligations under this Agreement regarding Consumer Information and Confidential Information will continue after the termination of my employment with BBDCS.	
SEC 4.10	I understand that violation of the Agreement may result in disciplinary action, up to an including termination of my employment,	
I HAVE READ THE ABOVE A	GREEMENT AND AGREE TO COMPLY WITH	ALL ITS TERMS AS A CONDITION OF MY EMPLOYMENT WITH BBDCS, INC.
En	nployee Signature	