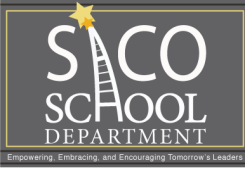


Educational Technician III Job Description



Saco School Department

JOB DESCRIPTION

JOB TITLE: Education Technician III

REVISED DATE: 6/02/2015

REPORTS TO: Special Education Director/Principal/Supervising Teacher **FLSA STATUS:** Non-exempt

JOB GOAL/PRIMARY PURPOSE: To assist teaching staff in the delivery of appropriate instruction and services and to support the educational development of students.

QUALIFICATIONS:

INCLUDING EDUCATION, CERTIFICATION, SKILLS, KNOWLEDGE, ABILITIES AND EXPERIENCE:

- ✓ **Three or more years of post secondary education, or 90 semester hours approved study, or equivalent, in an educationally related field.**
- ✓ Appropriate Department of Education Authorization.
- ✓ Valid State of Maine Criminal History Records Check approval.
- ✓ Experience working with children preferred.
- ✓ Ability to work independently and as a member of a team.
- ✓ Ability to work with computers and other educational technology.
- ✓ Ability to follow multi-step directions.

ESSENTIAL FUNCTIONS:

Responsibilities may include but are not limited to the following:

1. Instructional

- Works with individuals or small groups of students to provide instructional and assessment support with direct teacher supervision.
- Works in a small group implementing teacher directed therapeutic strategies which follow a pre-established set of guidelines.
- **May develop specific instructional plans within the framework of a teacher defined sequence of instruction.**
- **May introduce new learning preplanned in collaboration with the classroom teacher or appropriate content specialist.**
- **May supervise small groups of students in community-based programs.**
- Ensures a safe environment through consistency and communication with students and staff.
- May accompany student off campus under the general guidance of the teacher.
- Supports students with accommodations and/or modifications.
- Follows student behavior plans as defined in written plans or as directed by the teacher applying approved techniques.
- Models desired problem solving and stress reduction strategies.
- Applies classroom rules, expectations, materials and assignments consistently.

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- Uses educational technology and written records to document and/or support student learning.
- Maintains confidentiality about all aspects of student performance, written and oral records.
- Demonstrates a respect for the legal and human rights of students, staff, parents and community members.

2. **Record Keeping/Clerical**

- Maintains timely and accurate records of student work completion, behavioral progress and other areas following established routines and procedures.
- Follows student plans.
- Prepares draft written documents for teacher as directed.
- Prepares calendars, bulletin boards and instructional materials as directed.
- Photocopies materials and records as needed.

3. **Organizational**

- Meets with supervising teacher on a regular basis and actively participates in Professional Development and Workshops.
- Alerts teachers to changes in student behavior or performance and makes minor adjustments to current intervention strategies.
- Makes short term, independent judgments under the general supervision of the teacher.
- Directs student use of equipment and materials.
- **Performs lunch or break duty as assigned by building Principal.**
- Arrives and departs punctually, notifying appropriate personnel about absences and coverage.

4. **Legal and Ethical Duties:**

- Maintains confidentiality about all aspects of student performance, written and oral records.
- Demonstrates a respect for the legal and human rights of students, staff, parents and community members.
- Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
- Follows health and safety procedures established by the district.
- Demonstrates dependability, integrity, and ethical standards.

5. **Other**

- Performs such other tasks and responsibilities as may be assigned by the building Principal or supervising teacher.

TERMS OF EMPLOYMENT: Per negotiated collective bargaining agreement.

EVALUATION: Annually by Principal/Special Education Director or designee.

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Note: This job description reflects the general requirements necessary to describe this job's functions and responsibilities and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job.

SIGNATURES:

Date: _____

Date: _____