

Sheepscot Valley Regional School Unit 12

EDUCATIONAL TECHNICIAN III – JOB DESCRIPTION

REQUIRED QUALIFICATIONS:

1. Three or more years of post secondary education, or 90 semester hours approved study, or equivalent, in an educationally related field
2. Appropriate Department of Education Authorization

DESIRED QUALIFICATIONS:

1. Experience working with children in a school setting
2. Training or experience in the application of behavior management
3. Ability to work independently and as a member of a team
4. Ability to work with computers and other educational technologies
5. Ability to follow multi-step directions

REPORTS TO: Special Education Director, Principal/designee and/or supervising teachers

JOB GOAL: To use instructional, clerical and management skills to support the educational development of students.

PERFORMANCE RESPONSIBILITIES:

INSTRUCTIONAL:

1. Works with individuals or small groups of students in person to provide instructional and assessment support under the general guidance of the teacher.
2. Works in a small group (5 or less special education, 8 or less regular education) implementing teacher approved strategies.
3. Consults with supervising teacher and works in collaboration with teacher to create and then carries out lesson plans with indirect supervision.
4. Ensures a safe environment through consistency and communication with students and staff. Uses safety care techniques to help protect student's safety and the safety of others.
5. May independently accompany students off campus under the general guidance of the teacher.
6. Supports students with accommodations and/or modifications as defined in written plans or as directed by the teacher, applying approved techniques.
7. Uses educational technology to document and/ or support student learning.
8. Conducts records and summarizes student observations as directed.
9. Applies classroom rules, expectations, materials and assignments consistently.

CLERICAL:

1. Maintains timely and accurate records of student work completion, behavioral progress and other areas following established routines and procedures.
2. Has knowledge of, and follows student plans.
3. Prepares draft written documents for the teacher as directed.

4. Prepares calendars, bulletin boards, and instructional support materials as directed.
5. Supports teacher by correcting and interpreting student work as directed.

ORGANIZATION:

1. Meets with supervising teacher on a regular basis and actively contributes to meetings.
2. Alerts teachers to changes in student behavior or performance and makes minor adjustments to current intervention strategies.
3. Makes short term independent judgments under the general supervision of the teacher.
4. Directs student use of equipment and materials.
5. Uses educational technologies to document or support student learning.
6. Performs non-instructional duties as assigned by the Building Administrator.
7. Performs additional related duties as requested by the Building Administrator or supervising teacher.
8. May supervise classroom groups larger than 8 for non-instructional purposes

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the School Department.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
5. Demonstrates dependability, integrity, and other ethical standards.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal, written or demonstrated instructions.
2. Physical ability to perform all necessary duties and responsibilities.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT: As specified by contract and clarified by individual letters of employment.

EVALUATION: Performance of this job will be evaluated in accordance with the responsibilities listed in this document.