

Sheepscot Valley Regional School Unit 12

EDUCATIONAL TECHNICIAN I – JOB DESCRIPTION

REQUIRED QUALIFICATIONS:

1. High School diploma or GED
2. Appropriate Department of Education Authorization

DESIRED QUALIFICATIONS:

1. Experience working with children
2. Ability to work independently and as a member of a team
3. Ability to work with computers and other educational technologies
4. Ability to follow multi-step directions

REPORTS TO: Special Services 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 to provide instructional and assessment support with direct teacher supervision.
2. Works in a small group (5 or less for special education and 8 or less for regular education) under direct teacher supervision implementing teacher directed strategies.
3. Ensures a safe environment through consistency and communication with students and staff.
4. Supports students with accommodations and/or modifications as defined in written plans or as directed by the teacher applying approved techniques.
5. Conducts records and summarizes student observations as directed.
6. Applies classroom rules, expectations, materials and assignments consistently.
7. Uses educational technology to document and/ or support student learning.
8. Assists in accompanying students off campus under direct supervision of a teacher.

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 calendars, bulletin boards, and instructional support materials as directed.
4. Supports teacher by correcting 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 under the direct supervision of the teacher.
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 and/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.

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.

(Adopted by SVRSU Board: April 13, 2017)