

## DAYTON SCHOOL DEPARTMENT

**TITLE:** Special Education Educational Technician I

**QUALIFICATIONS:**

1. Eligible for appropriate Maine Department of Education certification.
2. High school diploma or GED equivalent.
3. Course work in education or a related field preferred.

**REPORTS TO:**

1. Building Leader
2. Grade Level Team Leaders
3. Classroom Teachers

**PERFORMANCE RESPONSIBILITIES:**

1. Review and reinforce learning previously introduced by the classroom or special education teacher and assist in drill and practice activities.
2. Perform non-instructional, non-evaluating functions including suspension of students.
3. Assist in preparation of instructional materials or provide classroom management functions during emergency drills, assemblies, play periods, etc.
4. Alerts teacher to any problem or special information about an individual student.
5. Maintains a high level of ethical behavior and confidentiality of information.
6. Participates in staff meetings as needed.
7. Other job-related duties as assigned by the Cooperating Teacher or Building Leader.

**TERMS OF EMPLOYMENT:** Per the most recent Collective Bargaining Agreement.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Support Services Personnel.

**NOTE:** The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

**Approved:** March 23, 2016