

JOB DESCRIPTION

EDUCATIONAL TECHNICIAN III

QUALIFICATIONS:

1. Ninety (90) college credits of approved study in an educationally related field.

DESIRED QUALIFICATIONS

1. Experience working with children
2. Skills and proficiencies for basic computer utilization
3. Ability to work with other staff.

REPORTS TO: Supervising Teacher, Building Administrator, Special Education Director

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

PERFORMANCE RESPONSIBILITIES:

Instructional

1. Works with individuals or small groups of students providing curriculum support, including the introduction of new learning preplanned in consultation with the supervising teacher, with indirect teacher supervision (meets with the teacher on a regular basis – twice weekly if possible).
2. Supports student with instructional and assessment accommodations and modifications.
3. Monitors & communicates student performance and behavior to supervising teacher.
4. Conducts student observations as defined by the teacher.
5. Communicates with the teacher about student performance.
6. Performs lunch, recess, or break duty as directed by the Building Administrator.
7. Performs additional duties appropriate for an Ed Tech III as requested by the supervising teacher, Building Administrator, or Special Education Director.
8. May include specific programming tasks such as sign language, work with augmentative communication devices ABA discrete trail prompting methods, etc.
9. Performs short-term instruction with professional supervision (meets with the teacher twice-a-week if possible).
10. For ed techs working in special education may include teaching of basic daily functional living skills such as dressing, toilet assistance, and feeding support.
11. Accompanies student during off-campus activities (may do so with indirect teacher supervision) in district vehicles.

Clerical

1. Maintains records of student progress, behavior, assignment completion and other areas as defined by the teacher including accommodations and modifications.
2. Is familiar with individualized student needs and accommodations as defined by IEP's, 504 plans, and RTI plans.
3. Utilizes photocopy machines.
4. Prepares calendars, bulletin boards, instructional support materials.
5. Corrects student work.
6. Utilizes computer and other technology to word-process, create forms, and or support students with curriculum expectations.
7. Performs additional duties as requested by the supervising teacher, Building Administrator, or Special Education Director

Management

1. Alerts educational personnel (case manager, classroom teacher, other ed. techs. as appropriate) to changes in student behavior or performance.
2. Monitors student use of equipment and materials.

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 all students.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.
6. 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.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: As specified by contract.

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

Approved by _____ Date _____

Reviewed and agreed to by _____ Date _____