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# EDUCATIONAL TECHNICIAN I

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**Job Title:** Educational Technician I

**Qualifications:** High School Diploma/Maine State Authorization/Finger Printing Approval (CHRC)

**Reports To:** Assigned Regular Education Staff and Building Administrator

**Performance Responsibilities:**

1. To assist in the provision of an appropriate and quality education for all students
  - a. Review and reinforce learning previously introduced by the classroom teacher or appropriate content specialist, or assist in drill or practice activities
  - b. Perform non-instructional, non-evaluative functions
  - c. Assist in the preparation of instructional materials
  - d. Provide classroom management functions

**Required Supervision:**

- e. Be assigned instructional duties that are directly supervised by the classroom teacher or appropriate content specialist in the classroom
  - f. Serve under general administrative supervision when performing non-instructional student-related duties
2. Maintains a high level of ethical behavior and confidentiality of information regarding students and their families
  3. Maintains a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas
    - a. Informs classroom teacher of any problems or special information about individual students
    - b. Participates in in-service training programs, as assigned
  4. Carries out other duties and responsibilities as assigned by classroom teacher and building principal
    - a. Carries out assigned duties relating to the supervision of playground, study hall, cafeteria and bus loading activities
    - b. Supervises students for recess, lunch, and boarding buses, class trips, and to and from classes and/or other related services programs.

**Terms of Employment:** As determined annually by the District

**Evaluation:** This will occur once at the end of the probationary period, thereafter, annually by the assigned classroom teacher for review by the building principal