
EDUCATIONAL TECHNICIAN II

Job Title: Educational Technician II

Qualifications: 60 Credits of Approved Study/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
 - e. Introduce new learning preplanned in collaboration with the classroom teacher or appropriate content specialist

Required Supervision:

- f. Meet with the classroom/program teacher or appropriate content specialist and receive direction on a regular basis, whenever possible on a daily basis
 - g. Perform short-term instruction in small groups under the direct supervision of the teacher or appropriate content specialist in the classroom
 - h. Conduct one-on-one or small group instruction
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