

# Job Description - Chebeague Island School Department

**JOB TITLE:** Educational Technician III

**REPORTS TO:** Principal/Supervising Teacher

**JOB GOAL/PRIMARY PURPOSE:** To assist teaching staff in the delivery of appropriate instruction and services and to support the educational development of students.

**QUALIFICATIONS (INCLUDING EDUCATION, CERTIFICATION, SKILLS, KNOWLEDGE, ABILITIES AND EXPERIENCE):**

- ✓ Three or more years of post secondary education, or 90 semester hours approved study, or equivalent, in an educationally related field.
- ✓ Appropriate Department of Education Authorization/Certification
- ✓ Experience working with children preferred.
- ✓ Ability to work independently and as a member of a team.
- ✓ Ability to work with computers and other educational technology.
- ✓ Ability to follow multi-step directions.

**ESSENTIAL FUNCTIONS:**

Responsibilities may include but are not limited to the following:

**1. Instructional**

- Works with individuals or small groups of students to provide instructional and assessment support with and without direct teacher supervision.
- Works in a small group implementing teacher directed strategies which follow a pre-established set of guidelines.
- May develop specific instructional plans within the framework of a teacher defined sequence of instruction.
- May introduce new learning preplanned in collaboration with the classroom teacher or appropriate content specialist.
- May supervise small groups of students in community-based programs.
- Ensures a safe environment through consistency and communication with students and staff.
- May accompany student off campus under the general guidance of the teacher.
- Supports students with accommodations and/or modifications.
- Follows student behavior plans as defined in written plans or as directed by the teacher applying approved techniques.
- Models desired problem solving and stress reduction strategies.
- Applies classroom rules, expectations, materials and assignments consistently.
- Uses educational technology and written records to document and/or support student learning.
- Maintains confidentiality about all aspects of student performance, written and oral records.
- Demonstrates a respect for the legal and human rights of students, staff, parents and community members.

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2. **Record Keeping/Clerical**
  - Maintains timely and accurate records of student work completion, behavioral progress and other areas following established routines and procedures.
  - Follows student plans.
  - Prepares draft written documents for teacher as directed.
  - Prepares calendars, bulletin boards and instructional materials as directed.
  - Photocopies materials and records as needed.
  
3. **Organizational**
  - Meets with supervising teacher(s) on a regular basis and actively participates in Professional Development and Workshops.
  - Alerts teachers to changes in student behavior or performance and makes minor adjustments to current intervention strategies.
  - Makes short term, independent judgments under the general supervision of the teacher.
  - Directs student use of equipment and materials.
  - Performs lunch or break duty as assigned by building Principal.
  - Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
  
4. **Legal and Ethical Duties:**
  - Maintains confidentiality about all aspects of student performance, written and oral records.
  - Demonstrates a respect for the legal and human rights of students, staff, parents and community members.
  - Follows health and safety procedures established by the district.
  - Demonstrates dependability, integrity, and ethical standards.
  
5. **Other**
  - Performs such other tasks and responsibilities as may be assigned by the building Principal or supervising teacher.

**TERMS OF EMPLOYMENT:** Salary and work year established by the School Committee/Superintendent.

**EVALUATION:** Annually by Principal or designee.

*Note: This job description reflects the general requirements necessary to describe this job's functions and responsibilities and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job.*

*Approved November 3, 2015*