

Educational Technician I Special Education File Clerk

TITLE: Educational Technician I Special Education File Clerk

QUALIFICATIONS:

I. Education/Certification: High School diploma or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

Candidate must possess strong communication, organizational, and interpersonal skills. Candidate must be willing to participate in ongoing in-service training as requested by Administrator and/or Director. Candidate must hold or be eligible for State of Maine Ed. Tech I Authorization. Candidate must maintain a high level of ethical behavior and confidentiality of information about students as required by law.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities. Prior experience in the educational field is desirable but not required.

REPORTS TO: Administrator/Director or designee.

JOB GOAL:

To assist the special education staff in maintaining organized, compliant special education files in each school.

PERFORMANCE RESPONSIBILITIES: Responsibilities may include but are not limited to the following:

I. Work with assigned special educators in each school to organize and maintain special education student files.

II. Copying, distribution, shredding of file materials as requested.

EQUIPMENT USED:

Copier, fax machine, shredder.

WORKING CONDITIONS:

Mental Demands: organizing materials.

Physical Demands: sitting, standing, climbing stairs, lifting (to 25 lbs), bending, pulling, pushing, carrying, walking, operating equipment

Environmental Conditions: inside, working alone or in space with others present.

TERMS OF EMPLOYMENT:

Per negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which job goals are met. The Supervising Educator/Director will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

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.

School Board Approved: November 12, 2013

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