Educational Technician II

TITLE: Educational Technician II

QUALIFICATIONS:

I. Education/Certification: Documentation of at least two years of post-secondary education or a combination equivalent to 60 hours of approved study in an educationally related field. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

Candidate must possess strong communication, organizational, and interpersonal skills, and understanding of the instructional process, and an understanding of students' needs to include understanding of the student with special needs. Knowledge of emergency, health, and safety issues would be preferred. 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 II 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 teaching staff in maintaining appropriate classroom activities/environment in which students can take full advantage of the instructional program and available resource materials.

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

I. Work with individual student or small groups of students to review and reinforce learning previously introduced by classroom teacher/content specialist under the direct supervision of the classroom teacher/content specialist:

    I. Assist the teacher/content specialist in devising special strategies for reinforcing material or skills based on an understanding of individual students' needs, interests, and abilities.

    II. Guide independent study, enrichment work, and/or remedial work set up and assigned by the teacher/content specialist.

II. Perform non-instructional, non-evaluative functions:

    I. Administer, score, and record such achievement/diagnostic tests as the teacher/content specialist recommends for individual students.

    II. Help students master equipment/instructional materials assigned by the teacher/content specialist.

    III. Provide input, if requested, to the PET process and parent Conference Day.

Computer Labs:

I. Provide the primary support for all computer lab technology (troubleshooting, maintenance, software installs and upgrades).

II. Provide primary network support for staff and student users (network maintenance, adding and upgrading users and/or groups).

III. Provide the school building with technology support for all staff, as needed.

IV. Provide software support and assistance to all users.

V. Assist the Director of Educational Technology to keep the building hardware and software inventory current and up to date.

VI. Prepare computer lab budget, order supplies and software for the lab.

VII. Provide support and assistance to staff using our mobile lab technology.

III. Assist in preparation of instructional materials:

Classroom:

I. Copying, typing, filing, cutting, laminating, bulletin board preparation, classroom calendar, book orders

Library/Media:

I. Check books/materials in and out.

II. Shelf returned books.

III. Process new materials (books, magazines, periodicals, and audiovisual).

IV. Catalog new materials (books, magazines, and audiovisual).

Special Education:

I. Assist in preparation for PET meetings

II. Assist in preparation of instructional materials to include copying, typing, filing, cutting, laminating, bulletin board preparation

Computer Labs:

I. Assist staff with the integration of technology into curriculum lesson plans.

IV. Assist teacher/content specialist with management functions:

Classroom:

I. Assist with playground/recess, time-out, bus, study hall, detention, lunch duties (may include collecting money, taking lunch tickets, assisting with lunch trays, etc.), assist with bus notes/slips

II. Assist with supervision of students during emergency/fire drills, assemblies, field trips, provide escort and assistance services to children as necessary, etc.

Library/Media:

I. Assist students in locating materials.

II. Assist Library/Media Specialist in providing story hours/media showings/media instruction/library activities appropriate to age level.

Special Education:

V. Provide support services and assistance to children as necessary

VI. Serve as the chief source of information/assistance to substitute teachers assigned in the absence of regular teachers.

VII. Introduce new learning pre-planned in collaboration with the classroom teacher or appropriate content specialist.

SUPERVISION:

The Educational Technician II may:

I. Meet with the teacher or appropriate content area specialist and receive instruction/direction on a regular basis; (recommended meetings be held daily);

II. Perform short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist in the classroom; and

III. Conduct one-on-one or small groups with indirect professional supervision.

EQUIPMENT USED:

Instructional materials, computer, typewriter, copier, laminator, paper cutter, binding machine, overhead projector, TV/VCR units, laser disc, slide projectors, camcorders, fax machine, tape recorder, telephone, elevator, calculator, personal communication devices, wheelchair, walker

WORKING CONDITIONS:

Mental Demands: organizing, analyzing, planning, designing, documenting, coordinating, flexibility, adaptability, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, outside, working around moving objects, working with students, working alone, biological exposure (human waste, body fluids)

Willingness and ability to work with others - to share and cross-train with others in order to promote the concept of “teaming” and the “team approach” in order to meet the District needs.

TERMS OF EMPLOYMENT:

Per negotiated CEEA collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Administrator/Director will perform the evaluation.

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 14, 2006

Revision #1
Created 30 January 2024 13:19:02
Updated 10 February 2025 14:24:42