

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Educational Technician III, CATC

REPORTS TO: Director, CAPITAL AREA TECHNICAL CENTER

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.

QUALIFICATIONS:

1. Three years post-secondary education or 90 hours/credits of approved study in related area
2. Demonstrate tact, confidentiality and an aptitude or competence for successful fulfillment of assigned performance responsibilities
3. Prior experience in the educational field is preferred
4. Successful Maine fingerprinting and background check

PERFORMANCE RESPONSIBILITIES:

1. Introduce new learning , preplanned in consultation with the classroom instructor
2. Supervise small groups of students to review and reinforce learning previously introduced by classroom instructor or assist in drill or practice activities:
 - a. Assist the instructor in devising special strategies for reinforcing material or skills based on an understanding of individual students' needs, interests, and abilities
 - b. Assist the instructor in collecting student data as instructed for individual students
 - c. Guide independent study, enrichment work, and/or remedial work set up and assigned by the teacher
3. Perform non-instructional, non-evaluative functions:
 - a. Help students master equipment/instructional materials assigned by the teacher
 - b. Provide input, if requested, to the IEP Team process, other student information gathering, and parent conferences
4. Assist in preparation of instructional materials to include copying, typing and filing
5. Assist instructor with management functions:
 - a. Assist in areas as requested or required per student's individual plan
 - b. Assist with supervision of students during emergency/fire drills, assemblies, field trips, etc.
 - c. Provide escort and assistance services to children as necessary

- d. Serves as the chief source of information/assistance to substitute instructor assigned in the absence of the regular instructor
6. Maintain ethical behavior and confidentiality of information regarding students and colleagues
7. Maintain 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 District needs
8. Exhibit a positive professional attitude with supervisors, co-workers, students and community
9. Assist with emergency drills
10. Performs other duties as assigned

TERMS OF EMPLOYMENT:

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated annually by the Director in conjunction with the assigned program instructor based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____