

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: EDUCATIONAL TECHNICIAN II (ESL)

REPORTS TO: Under the general supervision of the building administrator and direction of the supervising teacher

JOB GOAL: To assist in the efficient operation of the ESL program

QUALIFICATIONS:

1. A minimum of 60 credit hours of approved study in an educationally related field;
2. Educational Technician II authorization, Maine Department of Education;
3. Successful background, criminal records, fingerprinting and reference check;
4. Prior experience working with school age children preferred;
5. Have strong Math and Literacy skill

PERFORMANCE RESPONSIBILITIES:

- Meet with the classroom/program teacher or appropriate content specialist and receive direction on a regular basis, whenever possible on a daily basis.
- Perform short-term instruction in small groups under the direct supervision of the teacher or appropriate content specialist in the classroom.
- Conduct one-on-one or small group instruction with indirect supervision.
- Review and reinforce with the ELL student, learning previously introduced by the teacher or content specialist.
- Introduce new learning pre-planned, approved, by the teacher or content specialist.
- Prepare materials for use with students; assist with analyzing papers and filing reports.
- Participate in on-going in-service training.
- Maintain confidentiality regarding records, conversations, test results, and classroom work.
- Perform non-instructional, supervisory duties for periods of time equal to that which other staff members in comparable positions perform.
- Perform all other related duties as assigned by the building administrator.

TERMS OF EMPLOYMENT:

School Year position

Per negotiated Augusta Educators' Association

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: James Anastaso
Superintendent of Schools

Date: 8/4/14