

**CITY OF AUGUSTA**  
**Department of Public Schools**

**JOB DESCRIPTION**

**TITLE:**                   **EDUCATIONAL TECHNICIAN II**  
**(Special Education)**

**REPORTS TO:**       Under the general supervision of the building administrator, with the specific supervision of the special education teacher to whom assigned and under the direction of the program director.

**JOB GOAL:**           To assist in the efficient operation of the special educational program.

**QUALIFICATIONS:** At least two years of college education or 60 hours of approved study. Other qualifications as deemed appropriate.

**PERFORMANCE RESPONSIBILITIES:**

1. Review and reinforce with the special education student, learning previously introduced by the education specialist.
2. Introduce new learning pre-planned, approved, by the education specialist.
3. Prepare materials for use with special education students; assist with analyzing papers and filing reports.
4. Assist with field trips, toilet training programs, cafeteria participation and comparable activities.
5. Participate in on-going in-service training.
6. Maintain confidentiality regarding records, conversations, test results, and classroom work.
7. Meet with education specialist at least weekly to discuss progress of children and to receive direction and assistance.
8. Manage behavior appropriately.
9. Attend P.E.T. meetings at the request of the director.
10. Perform non-instructional, supervisory duties for periods of time equal to that which other staff in comparable positions perform.
11. Perform other overall special education functions assigned by director..
12. Manage behavior appropriately.
13. Attend P.E.T. meetings at the request of the director.
14. Perform other overall special education functions assigned by director.

**WORKING CONDITIONS / PHYSICAL DEMANDS:**

General classroom working conditions.

**TERMS OF EMPLOYMENT:**

Length of year and salary to be determined by the Board in compliance with the appropriate comprehensive labor agreements and district policy.

**EVALUATION:**

Performance evaluation will be done annually by building principal and/or designee in accordance with Board policy.

*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.*

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent of Schools