

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: EDUCATIONAL TECHNICIAN III (Title I Math)

REPORTS TO: Director of Title I and under the general supervision of the building administrator.

JOB GOAL: To assist the in the delivery of supplemental math instruction with identified Title I students.

QUALIFICATIONS:

1. A minimum of 90 credit hours of approved study in an educationally related field;
2. Educational Technician III authorization, Maine Department of Education;
3. Successful background, criminal records, fingerprinting and reference check;
4. Prior experience working with school age children preferred;
5. Ability to communicate and interact positively and effectively while maintaining confidentiality.

PERFORMANCE RESPONSIBILITIES:

- Meets with the Director of Title I or appropriate program specialist on a regular basis to receive direction and assistance.
- Reviews and reinforces, with the Title I student, learning previously introduced by the classroom teacher.
- Conducts one-on-one or small group instruction with indirect supervision.
- Prepares materials for use with Title I students; assist with analyzing papers and filing reports in collaboration with the Director of Title I.
- Works with the Director to help identify students who may be Title I eligible.
- Writes student progress reports as required by district policy and places in students' files in an accurate and timely manner.
- Distributes school based notices and communication; and distributes district-wide parent/student communications, reminders, and newsletters written by the Director.
- Assists in the administration of pre & post standardized assessments, and with eligibility screening in collaboration with classroom teachers and the Director of Title I.
- Actively participates in on-going in-service training.
- Maintains confidentiality regarding records, conversations, test results, and classroom/Title I work.
- Manages student behavior appropriately and seeks assistance when needed.
- Provides input to classroom teachers prior to IEP team meetings and/or child study meetings, or attends at the request of the Director of Title I.

- Collaborates with the Director regarding a budget for supplies and instructional materials.
- Maintains a strong rapport with colleagues and other school staff.
- Performs non-instructional, supervisory duties for periods of time equal to that which other staff members in comparable positions perform.
- Performs all other related duties as assigned by the Principal and/or Director of Title I.

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: _____
Superintendent of Schools

Date: _____

Jan. 23, 14