

# CITY OF AUGUSTA

## Department of Public Schools

### JOB DESCRIPTION

**TITLE:** EDUCATIONAL TECHNICIAN III

**REPORTS TO:** Building administrator and direction of the supervising teacher

**JOB GOAL:** To assist in the efficient operation of the regular education program.

**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.

**PERFORMANCE RESPONSIBILITIES:**

- Meets with the classroom teacher daily to discuss students' progress and to receive direction and assistance.
- Reviews and reinforces learning previously introduced by the classroom teacher.
- Conducts whole group, small group or one-on-one instruction with indirect supervision.
- Prepares materials for use with students; assist with analyzing papers and filing reports in collaboration with the classroom teacher.
- Actively participates in on-going in-service training.
- Maintains confidentiality regarding records, conversations, test results, and classroom work.
- Manages student behavior appropriately and seeks assistance when needed.
- Provides input to classroom teacher prior to IEP and/or child study meetings.
- 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 classroom teacher.

**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:** \_\_\_\_\_