

# CITY OF AUGUSTA

## Department of Public Schools

### JOB DESCRIPTION

**TITLE:** EDUCATIONAL TECHNICIAN II (Title I)

**REPORTS TO:** Director of Title I and under the general supervision of the building administrator and direction of the supervising Title I Specialist

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

**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. Ability to communicate and interact positively and effectively while maintaining confidentiality

**PERFORMANCE RESPONSIBILITIES:**

- Meets with the literacy specialist at least weekly to discuss student progress and to receive direction and assistance.
- Reviews and reinforces, with the Title I student, learning previously introduced by the classroom teacher and/or Literacy Specialist.
- 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 Literacy Specialist.
- Assists in the administration of pre & post standardized assessments, and with eligibility screening in collaboration with the Literacy Specialist.
- 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 Literacy Specialist(s) 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 Literacy Specialist, 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: \_\_\_\_\_