

# **CITY OF AUGUSTA**

## **Department of Public Schools**

### **JOB DESCRIPTION**

**TITLE:** EDUCATIONAL TECHNICIAN II (Capital Area Technical Center)

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

**JOB GOAL:** To assist in the efficient operation of the Career and Technical Education (CTE) 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;

#### **PERFORMANCE RESPONSIBILITIES:**

- Meet with the classroom instructor 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 instructor or appropriate content specialist in the classroom.
- Conduct one-on-one or small group instruction with indirect supervision.
- Review and reinforce with students, learning previously introduced by the program instructor.
- Introduce new learning pre-planned, approved, by the instructor or appropriate content specialist.
- Prepare materials for use with students and filing reports.
- Assist with field trips and comparable activities.
- Monitor student safety.
- Participate in on-going in-service training.
- Maintain confidentiality regarding records, conversations, test results, and classroom work.
- Assist in managing student behavior appropriately utilizing positive behavioral interventions and strategies.
- Attend staff meetings at the request of the building administrator.
- 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: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_