

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

EDUCATIONAL TECHNICIAN I

QUALIFICATIONS:

1. High school diploma or GED

DESIRED QUALIFICATIONS:

1. Experience working with children
2. Skills and proficiencies for basic computer utilization
3. Ability to work with other staff

REPORTS TO: Supervising Teacher, Building Administrator, Student Services Director

JOB GOAL: To use instructional, clerical and management skills to support the educational development of students.

PERFORMANCE RESPONSIBILITIES:

Instructional

1. Works with individuals or small groups (2-5) of students to provide curriculum support, including reviewing and reinforcing previously introduced learning by the classroom teacher or appropriate content specialist, or assist in practice activities, with direct teacher supervision (i.e. be assigned instructional duties that are directly supervised by the teacher or specialist in the classroom).
2. Performs non-instructional, non-evaluative functions with indirect teacher supervision.
3. Supports students with accommodations and/or modifications.
4. Monitors student behavior plans as defined by the teacher.
5. Conducts student observations as defined by the teacher.
6. Becomes familiar with classroom rules, expectations, materials, and assignments.
7. Performs lunch, recess, or bus duty as assigned by the Building Administrator.
8. Assists in preparation of materials.
9. Performs additional duties appropriate for an Ed Tech I as requested by the Building Administrator or supervising teacher.

Clerical

1. Maintains records of student work completion, progress and other areas as defined by the teacher including accommodations and modifications.
2. Is familiar with individualized student needs and accommodations as defined by IEP's, 504 plans, and RTI plans.
3. Utilizes photocopy machine.
4. Prepares calendars, bulletin boards, and instructional support materials.
5. Supports teacher by correcting student work as directed.

Management

1. Meets with supervising teacher on a regular basis.
2. Alerts teachers to changes in student behavior or performance using written behavior plan/orally.
3. Monitors student use of equipment and materials.
4. Assists with testing modifications.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral record.
2. Demonstrates a respect for the legal and human rights of all students.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.
6. To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with the Performance Responsibilities listed in this document.

History: Approved: 02/13/13

Approved: May 19, 2021