

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

EDUCATIONAL TECHNICIAN II

QUALIFICATIONS:

1. Two years post-secondary education, or 60 hours approved study in educationally related field.
2. Credits of approved study may be in the form of:
 - a. semester hours of Continuing Education Units (CEUs) issued by a college
 - b. in-service credits or in-service contact hours must be verified locally (submitted with a signature of a person authorized by the local superintendent), or
 - c. contact hours issued by other professional organizations

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 for special education students) of students to provide curriculum support, including the introduction of new learning pre-planned in collaboration with the teacher, or content specialist, with indirect teacher supervision (i.e. meets with the teacher and receives direction on a regular basis - daily, if possible).
2. Supports students with accommodations and/or modifications.
3. Monitors & communicates student performance and behavior to supervising teacher.
4. Conducts student observations as defined by the teacher.
5. Performs lunch, recess, or bus duty as assigned by the Building Administrator.
6. Assists in preparation of materials.
7. Performs additional duties appropriate for an Ed Tech II as requested by the Building Administrator or supervising teacher.
8. May include specific programming tasks such as sign language, work with augmentative communication devices ABA discrete trail prompting methods, etc.
9. Performs short-term instruction in small groups under the direct supervision of the teacher or specialist (meets with the teacher daily if possible).

10. For Ed Techs working in special education may include teaching of basic daily functional living skills such as dressing, toilet assistance, and feeding support.

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, instructional support materials.
5. Supports teacher by correcting student work as directed.
6. Utilizes computer and other technology to word-process, create forms, and or support student with curriculum expectations, with given materials from teacher.

Management

1. Alerts teachers to changes in student behavior or performance.
2. Monitors student use of equipment and materials.
3. Assists with testing modifications.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
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