

## ED Tech Descriptions in Maine

### RSU 35, Eliot

Position Title: Educational Technician, Special Education, Level I, II, III

Reports To: Building Principal (in conjunction with Director of Special Services)

#### POSITION SUMMARY:

Assists with the instructional and non-instructional tasks required to implement and sustain special education programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (other duties may be assigned)

#### 1. Instructional

Ed. Tech I: review and reinforce learning previously introduced by the teacher or appropriate content specialist or assist in drill and practice activities under the direct supervision of teacher.

Ed. Tech I: perform instructional duties directly supervised by the teacher.

Ed. Tech II: perform the above as well as introduce new learning preplanned in collaboration with the teacher or appropriate content specialist.

Ed. Tech II: perform short-term instruction and classroom management activities under the direct supervision of the teacher or appropriate content specialist and conduct one-on-one or small group instruction with indirect teacher supervision.

Ed. Tech III: perform the above as well as perform short-term instruction and management activities with indirect professional supervision.

Ed. Tech III: supervise small groups of students in community-based programs with professional supervision.

2. Performs non-instructional, non-evaluative duties

3. Assists in the preparation of instructional materials and/or provides classroom management functions.

4. Assists students in establishing high standards of conduct when appropriate.
5. Assists teachers with non-teaching duties and performs clerical tasks as assigned.
6. Assists in mainstream classes as appropriate to students' individual educational plans.
7. Reports information gathered or problems encountered to the teacher.
8. Maintains classroom inventory, files, and prepare paperwork relating to special education students as directed.
9. Maintains a high level of ethical behavior and confidentiality concerning student records and daily encounters with students.
10. Checks students' notebooks and papers and review student work as assigned.
11. Supervises special projects undertaken by special education students such as school store or other activities.
12. Assists in parent and teacher communications when requested.
13. Assists students with the use of special equipment as directed by the teacher.
14. Assists students with personal care, which may include but not limited to – meals, movements, oral hygiene, dressing/undressing and toileting.
15. Performs such other duties as may be requested by the special education teacher or assigned by the building principal or special services director.

**EDUCATION and/or EXPERIENCE:**

The Level I Educational technician shall:

1. Hold a high school diploma or GED
2. Participate in introductory orientation training within the first eight weeks of employment

3. Participate in ongoing in-service training.

The Level II Educational technician shall:

1. Document at least two years of postsecondary education or a combination equivalent to 60 hours of approved study in an educationally related field; or for vocational education 2 years of paid applied employment within the field of assignment;
2. Participate in ongoing in-service training in the specialty area of employment.

The Level III Educational technician shall:

1. Document 3 years of postsecondary education or a combination equivalent to 90 hours of approved study in an educationally related field; or for vocational education 3 years of paid applied employment within the field of assignment
2. Document participation in in-service training required in the specialty of employment.

OTHER SKILLS AND ABILITIES:

Certificates, licenses, registration: must have the appropriate state endorsements and proof of fingerprinting.

LANGUAGE SKILLS:

1. Ability to read and interpret grade appropriate materials.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively with students, staff and parents.

MATHEMATICAL SKILLS:

1. Ability to calculate basic algorithms
2. Ability to apply concepts of basic algebra and geometry.

REASONING SKILLS:

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in writing, oral, diagram or schedule form.

OTHER SKILLS AND ABILITIES:

1. Ability to apply knowledge of current research and theory in specific field.
2. Ability to establish and maintain effective working relationships with students, staff,

and the school community.

3. Ability to speak clearly and concisely both in oral and written communication.

4. Technologically literate

5. Ability to perform duties with an awareness of district requirements and Board of Directors' policies.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear.

2. Some specific positions will be required to stand and walk.

3. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus. The employee is required to be able to hear conversations in noisy environments.

#### WORK ENVIRONMENT:

1. While performing the duties of this job, the employee regularly works with children.

2. The employee works in outside weather conditions.

3. The employee must be able to meet deadlines and work within time constraints.

4. The noise level in the work environment varies from usually quiet to occasionally very loud.

### **Gorham School Department**

Click [HERE](#) for their ED Tech I information

Click [HERE](#) for their ED Tech II information

Click [HERE](#) for their ED Tech III information

## **Lake Region School Department, Naples**

Click [HERE](#) for their ED Tech I information

Click [HERE](#) for their ED Tech II information

Click [HERE](#) for their ED Tech III information

## **RSU 23, Old Orchard Beach**

Click [HERE](#) for their ED Tech I information

Click [HERE](#) for their ED Tech II information

Click [HERE](#) for their ED Tech III information

## **MSAD 52, Turner**

Click [HERE](#) for their ED Tech I information

Click [HERE](#) for their ED Tech II information

Click [HERE](#) for their ED Tech III information

## **School Union 122, Woodland**

Click [HERE](#) for their ED Tech information.