

RSU #63 Education Technician Job Description

REPORTS TO

Supervising Teacher(s)

QUALIFICATIONS

High School Diploma

Certified as Ed Tech

Experience with children in classroom is desired

JOB GOAL

Academic:

1. Assist with all academic support activities.
2. Read and interpret Individual Educational Plans, 504 Plans, English Language Learning (LAU) Plans, and Teacher Lesson Plans.
3. Ability to communicate with oral and written language to students, parents, teachers, and administrators.
4. Ability to lift at least 35 pounds without assistance.

Performance Responsibilities

1. Works with assigned student(s) in whatever setting that is appropriate to the student's needs based on the supervising teacher(s) judgment and the Individual Educational Plans (IEPs) determination.
2. Carries out personal care functions including (but not limited to) toileting, wheelchair management.
3. Work with individual and small groups of students to reinforce concepts and behavior plans.
4. Assists with maintaining data about student progress.
5. Assist students in understanding directions, interpreting information, and completion of assigned work.
6. Communicates, as needed, with teachers and principal about student progress including behavior.
7. Assists with material preparation as directed by teachers.
8. Maintains student discipline by following school policy and procedures.
9. Supervises students during breakfast, lunch, and breaks. This supervision should be directed toward: (a) encouraging proper student behavior and (b) implementing set procedures and regulations.
10. Relieves other staff for a lunch break as assigned by supervisor. Supervises students in non-instructional activities such as recess, cafeteria and/or bus duties to help maintain proper student behavior, safety, and order.
11. Assist on field trips, extra-curricular activities, and recreation activities.
12. Attends in-service trainings as required and as the contract schedule allows.
13. Maintain the same high level of confidentiality on information about students as is expected of teacher and in accordance with the Family educational rights and Privacy Act (FERPA).

Special Educational Technician II

Job Description

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14. Conveys and defers parent requests for communication to the supervising teacher.
15. Assists with safe and non-intrusive de-escalation of student behavior following RSU #63 policies and procedures.
16. Performs other duties as assigned by the supervisor provided that such duties are consistent with the policies of the RSU #63 Board of Directors.

Reviewed and Agreed to by: _____
Printed Name of Ed Tech

Signature of Ed Tech

Date: _____