

Reports to: Principal, Director of Special Education, Special Education Teacher

Job Goal: The Educational Technician II works under the direct and indirect supervision of the special education teacher in implementing instructional and community based activities.

Responsibilities:

1. The Educational Technician II is administratively responsible to the Principal and Director of Special Education.
2. Under the guidance of the classroom teacher or appropriate content specialist, to implement instructional activities with individual students or small groups.
3. To supervise student(s) on and off campus in training programs.
4. To meet and confer regularly with the special education teacher to implement I.E.P. and or Title I goals and objectives.
5. To carry out instructional strategies under the direction of the special education teacher and or classroom teacher.
6. To maintain records and confidentiality regarding student attendance and information required by the school district and employer.
7. To perform non-instructional duties as assigned by the principal.
8. To participate in parent and staff meetings as required.
9. To perform other tasks and assumes other responsibilities as the principal may assign.

Preparation: The level II Education Technician shall document at least two years of post secondary education of a combination of 60 hours of approved study in an educationally related field.

Training: Ongoing in-service for educational technicians is required by State of Maine Regulations for Auxiliary Personnel (Chapter 115, Part I, Section 14). Effective with the 1990-1991 school year educational technicians will be required to participate in 15 contact hours of in-service training per year.

1. The 15 contact hours may be achieved by any one of combination of:
 - A. One or more credits of formal course work through a post secondary institution;
 - B. Local staff development courses;
 - C. Local in-service training for educational technicians;
 - D. Department of Education sponsored workshops;
 - E. Adult Education Courses (not diploma courses)
2. Hours attained under this format must be certified by the Director of Special Education and forwarded to the Superintendent by June 1 of each year.
3. Prior approval by the Superintendent of courses and workshops is required. Educational Technicians are responsible for obtaining approval, obtaining documentation of training hours, and maintaining accurate records of training.