

Reports to: Principal

Job Goal: The Educational Technician III works under the direct and indirect supervision of the principal in conjunction with classroom teachers to implement instructional and community based activities.

Responsibilities:

1. The Educational Technician III is administratively responsible to the Principal.
2. In collaboration with the classroom teacher, to implement instructional activities in collaboration with individual students or small groups.
3. To supervise students on and off campus in school-related programs.
4. To meet and confer regularly with the classroom teacher(s) to implement curricular goals and objectives.
5. To develop instructional strategies to meet curriculum goals.
6. To maintain records and confidentiality regarding student attendance and information required by the school district and employer.
7. To perform instructional duties as assigned by the principal.
8. To participate in parent and staff meetings as required.
9. To perform other tasks and assume other responsibilities as the principal may assign.

Preparation: The level III Educational Technician shall hold a bachelor's degree.

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

1. The 15 contact hours may be achieved by any one of a 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 approved in advance by the principal and the superintendent.
3. Educational Technicians are responsible for obtaining approval, obtaining documentation of training hours, and maintaining accurate records of training.

Adopted: Blue Hill School Committee - 7/11/2001