

Job Description: Educational Technician II

Qualifications: A. Two years of post secondary education or sixty hours of approved study in a related field.
B. Ability to learn the skills needed to work with exceptional children
C. Other qualifications that the School Committee may establish

All of the following will be performed under the direction of a certified teacher.

Job Responsibilities:

1. Cooperates with the teacher in daily and long range lesson and classroom activity planning.
2. Introduces, reinforces or reviews learning activities with individual students or groups of students in the classroom and other locations.
3. Assists teachers in evaluating student progress and achievement.
4. Maintains appropriate Department of Education authorization to work as an Educational Technician II.
5. Communicates with parents on the progress of students who are assisted by the Educational Technician II as recommended by the teacher.
6. Makes provision for and participates in meetings with students and parents outside the regular instructional day when requested by the teacher to do so under reasonable circumstances.
7. Helps maintain individual records for each child.
8. Assists with the supervision of children.
9. Performs other duties that may be requested by the teacher with the approval of the superintendent and/or school committee.
10. Keeps up to date on changes and developments in education by attending conferences and workshops, reading educational journals and discussing topics of mutual interest with others in the field.

Evaluation: Educational Technicians will be supervised and evaluated by the teacher and superintendent according to school policy.

Reference: M RSA Title 20A, Section 13023, 1-5.

Adopted: 09/26/05 by J. Boegel, M. Chioffi, & J. Stevens