



# THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

STATEWIDE EDUCATIONAL SERVICES

One Mackworth Island, Falmouth, ME 04105

(207) 781-6215

[www.mecdhh.org](http://www.mecdhh.org)

## Educational Technician I, II, and III

**Department:** Statewide Education and Family Services (SEFS)

**Reports to:** Classroom Teacher

Coordinator, K-12 Site-Based Services

Director of Statewide Education and Family Services

### General Ed Tech Responsibilities

- Assist in preparation of instructional materials
- Review and reinforce previously introduced learning for an individual or small group of students within the school, community, or classroom as planned by the teacher(s) and/or specialist(s)
- Assist in the implementation of health, safety, and emergency procedures
- Assist the teacher(s)/specialist(s) in other duties compatible to the job classification
- Perform student management duties before and after school, during recess, lunch, assemblies, emergency drills, and in classrooms within the standard school day
- Assists or implements personal care protocols (e.g., toileting needs, feeding needs, medical needs)
- Maintain a high level of ethical behavior and confidentiality of information
- Participate in staff meetings as needed
- Arrive and depart punctually, notifying appropriate personnel about absences and coverage
- Abide by all policies and procedures of MECDDHH/GBSD and Federal/State regulations
- Perform other related duties as assigned

### Additional Responsibilities – Ed Tech III

- Meet with classroom teacher(s) and/or specialist(s) at least weekly to discuss progress of students and to receive direction and assistance
- Provide direct instruction for an individual or small group of students in collaboration with the classroom teacher(s) and/or specialist(s)
- Perform short-term instruction and classroom management activities in the classroom under the indirect supervision of the teacher(s) and/or specialist(s)
- Supervise small groups of students in community-based programs with indirect professional supervision

### Additional Primary Responsibilities – Ed Tech II

- Meet with classroom teacher(s) and/or specialist(s) at least twice weekly to discuss

- progress of students and to receive direction and assistance
- Conduct one-on-one or small groups with indirect professional supervision
  - Introduce new learning pre-planned for an individual or small group of students in collaboration with the teacher(s) and/or specialist(s)
  - Perform short-term instruction and classroom management activities in the classroom under the direct supervision of the teacher(s) and/or specialist(s)

### **Additional Primary Responsibilities – Ed Tech I**

- Meet with the classroom teacher(s) and/or specialist(s) daily to receive direction

### **Minimum Skills and Qualifications**

- Certification requirements variable depending on background:
  - Educational Technician III OR
    - Satisfactory completion of three years of college/university or 90 college credit hours
    - Maine certification as an Educational Technician III
  - Educational Technician II OR
    - Satisfactory completion of 60 semester hours of approved credit
    - Maine certification as an Educational Technician II
  - Educational Technician I
    - High School diploma or GED
    - Maine certification as an Educational Technician I
  - Such alternatives to the qualifications listed above as the Board may find appropriate and acceptable
- Current Criminal History Records Check (CHRC) Certificate
- Experience working with children preferred
- Current training in emergency, health, and safety procedures (CPR, First Aid, etc.)
- Fluency in American Sign Language preferred, willingness to learn required
- Ability to work collaboratively with a team of professionals
- Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognize the value of diverse perspectives and experiences; and foster a work environment reflective of the community at large

### **Work Environment**

This job operates in a school environment. The person in this role works extensively with students. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. The noise level in the work environment is usually moderate.

### **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.

While performing the duties of this job, the employee is regularly required to sit, as well as use hands to manipulate, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, bend, stoop, kneel or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Other Duties**

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.