



### **Job Description**

Educational Technician III for Special Education: Upper School (gr 9-12)

#### **Schedule**

Full-time position (approximately 32.5 hours per week for 180 teacher days)

#### **Accountability**

The Educational Technician takes daily guidance and task direction from the classroom teachers/case managers whom this position supports but reports to the Assistant Director of Special Education in fulfilling all duties.

#### **Job Requirements**

- Ability to operate as a team member
- Ability to adapt to the demands of special education programming
- Ability to support classroom routines and individual student learning goals
- Ability to instruct students one-on-one and in small groups for specific programming tasks
- Ability to support behavior management programming to help foster a classroom climate conducive to learning
- Ability to interact and support adolescents in a professional manner
- Strong organizational, communication, and group process skills
- Ability to maintain confidentiality

#### **Performance Responsibilities**

Tasks for this position include but are not limited to:

- Assisting classroom teacher/case manager to ensure that individual student learning goals are implemented.
- Maintaining necessary documentation to support student/programming needs.
- Assisting with in-class work completion and assignments as directed by the teacher.
- Acting as a liaison between mainstream teacher, special education teacher, and student.
- Notifying teacher/case manager and the Special Education Department Chair of pertinent issues and problems.
- Assisting with daily student/classroom activities, as well as supervising students before classes and during transitions.
- Assisting students with hygiene routines (i.e. hand washing, buttons, zippers, changing clothes and bathroom routines)
- Transporting students to training sites off campus and operating as a job coach

- Supporting the Special Education Department as assigned by the Special Education Department Chair.

Educational Technicians are appointed by the administration for a one-year term of service, the extension of which is determined annually. The basis of evaluation will be the extent to which the performance responsibilities of the position are successfully completed. The Special Education Department Chair in cooperation with the Director of Student Services, will perform the evaluation

### **Qualifications**

- Previous experience working with adolescents in an educational setting
- Maintain a valid Educational Technician III authorization from the State of Maine
- Current and valid CHRC with fingerprinting
- A valid Maine driver's license

**Note:** Ed tech positions are often open at both the middle school (grades 6-8) and upper school (grades 9-12) levels; a single application will qualify a candidate for consideration for all open positions.

### **Required Application Process**

All those interested in applying should submit:

School application form ("Faculty," available for download at [www/thorntonacademy.org](http://www.thorntonacademy.org))

Letter of interest

Current resume

Transcript of any college coursework

Materials may be submitted electronically to [susan.tarver@thorntonacademy.org](mailto:susan.tarver@thorntonacademy.org) (preferred); please put "Applicant: Ed Tech III" in the subject line.

If necessary, application materials may be mailed to the attention of Susan Tarver, Thornton Academy, 438 Main Street, Saco ME 04072

*The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.*