



THORNTON ACADEMY

Job Description

Educational Technician for Middle School Special Education (grades 6-8)

Accountability

The Educational Technician takes daily guidance and task direction from the Special Education Teacher and classroom teachers 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 classroom teachers and the Special Education Teacher 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)

Qualifications

Previous experience working with adolescents in an educational setting

Maintain a valid Educational Technician III authorization from the State of Maine

A valid Maine driver's license

Required Application Process

All those interested in applying should submit:

School application form (“Instructional Staff,” available for download [here](#))

Letter of interest

Current resume

Transcript of any college coursework

List of three professional references (including contact information)

Materials may be submitted electronically to 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)

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.

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.