



Job Description: Educational Technician
for Special Education Extended School Year (ESY) services)

Accountability: The Educational Technician takes daily guidance and task direction from the special education teacher whom this position supports, but reports to the Assistant Director of Special Education in fulfilling all duties.

Job Requirements

1. Ability to operate as a team member
2. Ability to adapt to the demands of special education programming
3. Ability to support classroom routines and individual student learning goals
4. Ability to instruct students one-on-one and in small groups for specific programming tasks
5. Ability to support behavior management programming to help foster a classroom climate conducive to learning
6. Ability to interact and support adolescents in a professional manner
7. Strong organizational, communication, and group process skills
8. 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
- Notifying the special education teacher of pertinent issues and concerns
- Assisting with daily student/classroom activities, as well as supervising students during transitions
- Providing personal care assistance to students, as needed
- 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 authorization from the State of Maine
- Maintain a valid Maine driver's license

Required Application Process

All those interested in applying must submit:

- School application form (“Instructional,” available for download below)
- Documentation of valid Educational Technician III authorization from the State of Maine
- List of three references with contact information

All materials should be submitted electronically to susan.tarver@thorntonacademy.org. Please note “Applicant: ESY Ed Tech” in the Subject line.

If electronic submission is not possible, materials may be mailed or delivered to:
Susan Tarver Thornton Academy 438 Main Street Saco, ME 04072

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