

**RSU No. 5 Durham ~ Freeport ~ Pownal  
Educational Technician I Job Description**

**QUALIFICATIONS:**

1. Meets the requirements of authorization as an Education Technician I as defined by the Maine Department of Education (MDOE),
2. Ability to perform work requested, and
3. Willingness to participate in on-going in-service activities in the specialty area of employment in order to maintain authorization through MDOE.

**REPORTS TO:**

Classroom educator(s), Special educator(s), Librarian, Principal, Assistant Principal, Director of Instructional Support

**JOB GOAL:**

To facilitate the educational process for students by supporting and enhancing the educational services offered by the teaching staff and to reinforce student academic skills in the library, the classroom and individualized situations.

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps the interests of the students foremost in all aspects of employment,
2. Recognizes and practices student/teacher confidentiality,
3. Communicates regularly in a tactful and respectful manner,
4. Works with individual and/or small groups of students under the supervision of the teacher,
5. Reviews and reinforces learning previously introduced by the classroom teacher, special education teacher or appropriate content specialist,
6. Introduces new learning planned by the classroom teacher or appropriate content specialist,
7. Maintains an environment conducive to learning,
8. Performs non-instructional, non-evaluative functions such as preparation of instructional material, recess duty, and other supervisory duties within the school day,
9. Attends orientations and trainings as required,
10. May perform supervisory duties before and after school, during recess, lunch, assemblies and in the classroom on a standard day,
11. Demonstrates appropriate hygiene, neatness and appropriateness of dress
12. Implements any Student Positive Behavior Support Plans,
13. Assists or implements personal care protocols (E.g. toileting needs, feeding needs and medical needs,) and
14. Performs all other related duties as deemed necessary by the Director of Instructional Support, building administrator and/or designee.

**ESSENTIAL JOB FUNCTIONS:**

Ability to:

1. Read with comprehension, write and calculate accurately,
2. Reason and understand policies, procedures, and related job information,
3. Follow to completion verbal or demonstrated instructions,
4. Speak clearly, communicate effectively, accurately hear and see,
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs,
6. Complete with accuracy eye-hand coordinated tasks,
7. Sustain and complete with accuracy assigned seated clerical tasks, and
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality related to all aspects of the work including student performance and written or oral records,
2. Follows health and safety procedures established by RSU No.5,
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage,
4. Demonstrates loyalty, dependability, integrity, and other ethical standards,
5. Follows the chain of command for various administrative procedures,
6. Observes Policies adopted by the RSU No.5 Board of Directors and individual school procedures, and
7. Meets and follows all State and Federal laws and regulations.

**TERMS OF EMPLOYMENT:**

In accordance with the negotiated agreement

**EVALUATION:**

Evaluated annually by the Building Principal/Assistant Principal and/or Director of Instructional Support in accordance with the negotiated contract. The evaluation will include input from supervising teacher(s).

**NOTE:**

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original to Personnel File  
File Copy to Employee  
Revised: Dec 3, 2018  
Adopted: January 27, 2010