



### **Job Description**

Educational Technician III for Special Education Full-time position  
(approximately 32.5 hours per week for 180 teacher days)

### **Nature of the Position**

An Educational Technician may assist teachers in a learning center, special education classroom, functional life skills classroom, or in mainstream classes, with instruction of special education students, implementation of classroom programs, and with classroom management functions.

### **Accountability**

The Educational Technician takes daily guidance and task direction from the classroom teachers/case managers whom this position supports but reports to the Middle School Principal 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 and needs
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, including de-escalation and physical restraint
6. Ability to interact and support adolescents in a professional manner
7. Strong organizational, communication, and group process skills
8. Ability to provide maximum assistance for personal care needs
9. 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.

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- Acting as a liaison between mainstream teacher, special education teacher, and student.
- Notifying teacher/case manager and the Assistant Special Education Director of pertinent issues and concerns.
- 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).
- Providing personal care assistance to students, as needed.
- Transporting students to training sites off campus and operating as a job coach.
- Creating and introducing learning concepts to students, with consultation from teacher/case manager.
- Assisting in the preparation of instructional materials.
- Supporting the Special Education department responsibilities as assigned by the Assistant Director of Special Education.

### **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 must submit:**

- **School application form (available for download at [www.thorntonacademy.org](http://www.thorntonacademy.org))**
- **Letter of interest**
- **Transcript of any college coursework**
- **List of three references with contact information**

**All materials should be submitted electronically to [lisa.estabrook@thorntonacademy.org](mailto:lisa.estabrook@thorntonacademy.org). If electronic submission is not possible, materials may be mailed or delivered to:**

**Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072**

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