

## **JOB DESCRIPTION**

**POSITION TITLE:** Child Development Services  
Educational Technician I

**REPORTS TO:** Teacher of Disabilities B-5  
Classroom Teacher  
Site Director

### **SUMMARY DESCRIPTION:**

Job Goal: The person in this position is responsible for the supervision of children assigned to him/her. Additionally this person will review and implement learning previously introduced by the Classroom Teacher or Teacher of Disabilities B-5.

### **REPRESENTATIVE TASKS:**

#### **Permitted Performance Responsibilities:**

The CDS Special Education, Education Technician I will:

- Exhibit a positive professional attitude with supervisors, co-workers, students, and community.
- Maintain confidentiality of all student and employee related information.
- Meet with program supervisor on a daily basis to share information and discuss student progress.
- Review and reinforce learning previously introduced by the teacher(s).
- Assist in the preparation of classroom materials and class management functions.
- Maintain appropriate certification.
- Exhibit positive language and behavior skills as a model for children and families.
- Provide input to completion and maintenance of individual observational child assessment.
- Any other appropriate duties the Site Director/Supervisor deems necessary.

#### **Required Supervision:**

- Serve under general supervision when performing non-instructional student-related duties.
- Perform short-term instruction and classroom management activities under the direct supervision of the teacher(s).

## **MINIMUM QUALIFICATIONS:**

- Obtain and maintain authorization as an Ed Tech I in accordance with chapter 115 of the Maine Department of Education.
- Hold a high school diploma or GED.
- Positive background, criminal records, fingerprinting and reference check

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

- Working knowledge of child development, disabilities, family systems and special education methods
- Ability to interact with a wide variety of people
- Ability to provide individual and group services in a variety of settings and models
- Ability to establish an effective rapport/relationship with children and parent
- Ability to work collaboratively as a member of an early childhood team
- Ability to effectively communicate, orally and in writing
- Ability to maintain composure in stressful situations
- Ability to adapt therapy techniques to varying personalities and environments
- Ability to travel to a variety of locations to deliver services
- Ability to motivate young children