

JOB DESCRIPTION

POSITION TITLE: Child Development Services
Educational Technician III

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 introduce new learning and 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 III 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 regular 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.
- Introduce new learning pre-planned in collaboration with the classroom teacher/teacher of disabilities B-5.
- Exhibit positive language and behavior skills as a model for children and families.
- Provide input to completion and maintenance of individual observational child assessment.
- Conduct one-on-one or small groups with indirect professional supervision.
- Supervise small groups of students in community-based programs.
- Any other appropriate duties the Site Director/Supervisor deems necessary.

Required Supervision:

- Perform short-term instruction in small classes or in community-based programs with indirect supervision
- Meet with classroom teacher/program teacher or appropriate contact area specialist and receive direction whenever possible on a twice weekly basis.

MINIMUM QUALIFICATIONS:

- Obtain and maintain authorization as an Ed Tech III with the Maine Department of Education.
- Document three years of postsecondary education or a combination equivalent to 90 hours of approved study in an educationally related field.
- Successful 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