

## Appendix G

### MDOE Job Position Descriptions

**Administrative Assistant/Secretary** - Administrative Assistant is a broad **job** category that designates an individual who provides various kinds of **administrative** support to school units or individual schools. Administrative assistants perform clerical duties. Some administrative assistants, like those in the special education or career and technical education, may be more specialized than others. Most administrative assistant duties revolve around managing and distributing information within an office. This generally includes answering phones, taking memos and maintaining files. Administrative assistants may also oversee sending and receiving correspondence. Required certifications, endorsements and/or licenses: None\*.

**Adult Education Assistant Director** – Assists in planning, organizing, coordinating and providing oversight of the day-to-day operations of an adult education program. Required certifications, endorsements and/or licenses: 068 – Asst. Dir. Adult & Community Ed. Or 066 – Dir. Adult & Community Ed.\*.

**Adult Education Director** - Plans, organizes, coordinates, and provides direct oversight of the day-to-day operations of an adult education program. Required certifications, endorsements and/or licenses: 068 – Asst. Dir. Adult & Community Ed.\*.

**Assistant Dean** – For Maine state reporting purposes an Assistant Dean is the private school equivalent to a public-school Assistant Superintendent. Required certifications, endorsements and/or licenses: None\*.

**Assistant Principal** - Assistant principals aid the principal in the overall administration of the school and fulfill the duties of the principal in their absence. They are primarily responsible for scheduling student classes, ordering textbooks and supplies, and coordinating transportation, custodial, cafeteria, and other support services. They usually handle student discipline and attendance problems, social and recreational programs, and health and safety matters. They also may counsel students on personal, educational, or vocational matters. With the advent of site-based management, assistant principals are playing a greater role in ensuring the academic success of students by helping to develop new curricula, evaluating teachers, and dealing with school-community relations—responsibilities previously assumed solely by the principal. The number of assistant principals that a school employs may vary, depending on the number of students. Required certifications, endorsements and/or licenses: Administrator 045 – Asst. Building Administrator, 040 - Building Administrator, 010 – Superintendent of Schools or 015 – Asst. Superintendent\*.

**Assistant Superintendent of Schools** - To act as the Superintendent in the absence of the Superintendent. To provide the instructional and curricular leadership that creates, implements, maintains, and enhances excellence, scholarship, creativity, and achievement for all students. The Assistant Superintendent serves as overseer of the curriculum, acts as an instructional leader of the district, and the primary evaluator of curricular coordinator/director administrators. (S)he ensures the district/school educational objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement, instructional excellence, and community support in all subject areas. The Assistant Superintendent assists the superintendent in all matters as defined by the Superintendent. Required certifications, endorsements and/or licenses: 010 – Superintendent of Schools or 015 – Asst. Superintendent\*.

**Athletic Director** - An athletic director is an administrator at a high school or middle school, who oversees the work of coaches and related staff involved in athletic programs. Required certifications, endorsements and/or licenses: 215 – Athletic Director\*.

**Athletic Trainer** - An athletic trainer is a certified and licensed health care professional who practices in the field of sports medicine. Required certifications, endorsements and/or licenses: None\*.

**Attendance Coordinator** - An attendance coordinator interviews students whose attendance is irregular and meets with the student and the parents to determine the cause of the irregular attendance and files a written report with the principal. An attendance coordinator files an annual report with the superintendent summarizing school year activities, findings and recommendations regarding truants. An attendance coordinator serves as a member of the dropout prevention committee and as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism. Required certifications, endorsements and/or licenses: None\*.

**Audiologist** - An educational audiologist helps students with audiological challenges. They work primarily in school settings and often travel from one school to another for a consistent work flow. The educational audiologist conducts audiological evaluations for students with hearing problems. They perform the evaluations with audiometers, computers and other technological means to determine the extent of the student's auditory problems. The educational audiologist then develops methods of treatment and applies those treatments with the goal of facilitating the student's ability to learn. Aside from developing individual treatment plans for students with hearing challenges, they also manage classroom acoustics to promote learning. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Board Certified Behavior Analyst** - A Board Certified Behavior Analyst is a graduate-level certification in behavior analysis. Professionals who are certified at the BCBA level are independent practitioners who provide behavior-analytic services. In addition, BCBAs supervise the work of Board Certified Assistant Behavior Analysts, Registered Behavior Technicians, and others who implement behavior-analytic interventions. Required certifications, endorsements and/or licenses: Certification from the Behavior Analyst Certification Board. BACB certification number is required in NEO Staff for this position\*.

**Bookkeeper** - School bookkeepers help school units stay on budget, pay bills timely and keep accurate financial records. School bookkeepers are responsible for a school's accounts or general ledger, which they typically keep current using bookkeeping software. Required certifications, endorsements and/or licenses: None\*.

**Bus Driver** – School Bus Drivers transport students to and from school as well as school sponsored functions. Required certifications, endorsements and/or licenses: Commercial Driver’s License (CDL)- Class B with a passenger and school bus endorsement if the bus weighs equal or greater than 26,001 pounds or Class C with a passenger and school bus endorsement if the bus weighs less than 26,001\* .

**Bus Mechanic** - Under the supervision of the Transportation Director, helps plan, schedule, and perform repair and preventative maintenance of the district bus fleet. Also, assists in the maintenance of cars, trucks, and other motorized equipment; prepare and maintain related records, and other related duties as required. Required certifications, endorsements and/or licenses: None\*.

**Business Administrator/Manager** - A School Business Administrator performs duties at the school district level in the areas of budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning. They typically supervise, manage and coordinate the business affairs of the school district efficiently and effectively to help to achieve the educational goals of the district with the available financial resources. Required certifications, endorsements and/or licenses: None\*.

**Career Technical Education Assistant Director** - Position is responsible for assisting the Career Technical Education Director with planning, developing, implementing, and monitoring the Career and Technical Education program for the school division. Position assists the Career Technical Education Director with developing curriculum, providing staff development, submitting state and federal reports, and preparing/monitoring the CTE budget. Required certifications, endorsements and/or licenses: 045 – Asst. Building Administrator, 040 - Building Administrator, 010 – Superintendent of Schools or 015 – Asst. Superintendent\*.

**Career Technical Education Director** - Position is responsible for planning, developing, implementing, and monitoring the Career and Technical Education program for the school division. Position develops curriculum, provides staff development, submits state and federal reports, and prepares/monitors the CTE budget. Required certifications, endorsements and/or licenses: 045 – Asst. Building Administrator, 040 - Building Administrator, 010 – Superintendent of Schools or 015 – Asst. Superintendent\*.

**Career Technical Education Evaluator** – The Evaluator assists the Career Technical Education Director and CTE teachers in administering, monitoring and implementing the requirements for a quality CTE program and all grant requirements. Provides leadership and support for the staff and collaborates with administrators, instructional staff, and community members in assuring that appropriate CTE curriculum and instructional practices are occurring in all classrooms and assists the director in administration and supervising the instructional program. The Evaluator meets with CTE teachers individually and in small groups, with local, regional and statewide members of the public involved in CTE, and professional

learning communities to support implementation of CTE program requirements. Required certifications, endorsements and/or licenses: 094 - Vocational Ed. Evaluator\*.

**CDS Case Manager** – An individual who A Case Manager assists parents and their children birth through five to access the procedural safeguard and services that are authorized under Maine’s special education system. They work as a part of a team to meet the requirements of the Individuals with Disabilities Education Act of 2004 (IDEA) for Part B and Maine Unified Special Education Regulations, Chapter 101. This individual does not have written authorization to commit the agency’s funds. Required certifications, endorsements and/or licenses: None\*

**Certified Assistive Technology Professional** – An individual who holds an Assistive Technology Professional (ATP) Certification. The ATP certification recognizes demonstrated competence in analyzing the needs of students with disabilities, assisting in the selection of appropriate assistive technology for the students’ needs, and providing training in the use of the selected devices. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Certified Employment Specialist** - Employment specialist is the title given to an individual whose expertise is in matching people to specific jobs. Also, known as job placement specialist, this position may be a separate one within a school district or part of the human resources department. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Chemical Hygiene Officer (CHO)** - A chemical hygiene officer is a specialist focused on a single OSHA standard—the Laboratory Standard, which applies only to chemical exposure in laboratories. Health physicists work in school laboratories and other places that use radioactive materials, radiation machines, and lasers. Required certifications, endorsements and/or licenses: None\*.

**Classroom Teacher** - Classroom teachers include professional personnel education teachers; and other teachers who work with students as a whole class in a classroom, in small groups in a resource room, or one-on-one inside or outside a regular classroom. It includes chairpersons of departments whose duties include some amount of student instruction. The category does not include student teachers, teachers’ aides, or paraprofessionals. Required certifications, endorsements or licenses\*:

<b>Teacher Endorsements</b>	<b>Middle Level (5-8) Endorsements</b>	
		838 Building Maintenance
020 General Elementary (K-8)	100,200,300,340 (Science)	840 Graphic Print Comm.
029 Early Elementary (K-3)	410,420,430, 440, 450, 460, 470, 480	843 Heat/Air Cond. Refrig.
081 Early Childhood (0-5)		847 Plumbing
100 English/Language Arts (7-12)	<b>Adult Education Endorsements (12+)</b>	848 Barbering
200 Social Studies (7-12)	100,200,300,350,395	849 Law Enforcement
300 Mathematics (7-12)		851 Architectural Drafting
350 Science - Physical (7-12)	<b>Career and Technical Endorsements (9-12)</b>	852 Drafting General
395 Science - Life (7-12)	642 Secretarial	853 Blue Print Reading
410 Latin (K-12)	644 Office Clerk General	860 Co-op Indust. Training
420 French (K-12)	646 Inst. Home Management Supp.	861 Commercial Fishing
430 German (K-12)	803 Firefighter/EMT	862 Sailors and Deck Hands
440 Spanish (K-12)	805 Automotive Mechanics	865 Vocational Special Needs
450 Russian (K-12)	806 Truck-Bus Driving	870 Agricultural Prod. General
454 Hebrew (K-12)	807 Vehicle Equip. Operator	871 Forestry Prod. & Proc.
456 Arabic (K-12)	808 Automotive Body Repair	872 Horticulture General
460 Italian (K-12)	809 Diesel Engine Mechanic	873 Renewable Natural Resources
470 Chinese (K-12)	810 Carpentry	874 Parks & Recreation
480 Japanese (K-12)	811 Marine Maintenance	879 Agriculture Mechanics General
488 Native Language (K-12)	813 Small Engine Repair	880 Marketing & Distribution
510 Physical Education (K-12)	816 Brick Block Stone Mason	881 Hospitality
515 Adapted Physical Ed. (K-12)	820 Electrician	882 Media Production
517 Dance (K-12)	823 Computer Info. Services	885 Commercial Art
520 Health (K-12)	824 Computer Console Operator	889 Institutional/Home Management
530 Driver Education (9-12)	825 Electrical-Electronic	891 Food Production Management
614 Music (K-12)	827 Micro-Computer Services	893 Child Care Guidance
620 Visual Arts (K-12)	829 Hydraulics	895 Allied Health
625 Theater (K-12)	830 Machine Tool Operator/Shop	896 Nursing Assistant
640 Business Education (K-12)	831 Precision Metal Gen.	897 Home Health Aid
660 English - Second Language (K-12)	833 Metal Fabrication	898 Business Administration & Management
670 Family & Consumer Science (K-12)	835 Sheet Metal	899 Ward Clerk
680 Computer Technology (K-12)	836 Weld/Blaze/Solder	925 Fine Arts - Music/Theater/Dance
690 Gifted & Talented (K-12)	837 Precision Metal Other	926 Fine Arts - Visual Arts
700 Industrial Arts/Technology (K-12)		

**Coach (Athletic)** - School coaches motivate, instruct, and coach student athletes. Their primary responsibility is improving the performance of these athletes. Required certifications, endorsements and/or licenses: None\*.

**Co-Curric (Non-Athletic)** - Co-curricular refers to activities, programs, and learning experiences that complement, in some way, what students are learning in school. Co-curricular activities are typically, but not always, defined by their separation from academic courses. For example, they are ungraded, they do not allow students to earn academic credit, they may take place outside of school or after regular school hours, and they may be operated by outside organizations. A few examples of common educational opportunities that may be considered co-curricular include student newspapers, musical performances, art shows, mock trials, debate competitions, and mathematics, robotics, and engineering teams and contests. Required certifications, endorsements and/or licenses: None\*.

**Computer Maintenance** - Computer maintenance technicians oversee daily computer performance, provide technical support and install new software for computer users. Daily duties may include fielding inquiries, running diagnostic tests to resolve issues and installing updates to existing software. Additionally, technicians may be responsible for setting up new equipment, performing minor repair work and keeping records of service. Technicians may also create manuals and train others on hardware and software. Required certifications, endorsements and/or licenses: None\*.

**Computer/Technical Coordinator** - The Computer/Technical Coordinator position performs a combination of duties mainly related, but not limited to, the coordination of phone and computer support. Installs and maintains a school's phone and computer systems. Required certifications, endorsements and/or licenses: None\*.

**Co-Op Director** – The director of a Recognized Maine CTE Cooperative Education Program. "Cooperative Education" is the term used to refer to secondary career and technical education (CTE) programs that include classroom instruction related to workplace skills as well as paid on-the-job training that complements this instruction. Required certifications, endorsements and/or licenses: 860-Co-op Indust. Training

**Counselor or Rehabilitation Counselor** - A school counselor is a counselor and an educator who works in primary (elementary and middle) schools and/or secondary schools to provide academic, career, college access/affordability/admission, and social-emotional competencies to all students through a school counseling program. School counselors have at least a master's degree in school counseling and national certification. A school rehabilitation counselor is focused on helping students who have disabilities achieve their personal, career, and independent living goals through a counseling process. Required certifications, endorsements and/or licenses: 075 – Guidance Counselor\*.

**Curriculum Coordinator** - Curriculum coordinators are responsible for organizing, implementing, and supervising curricula and educational programs for schools. Required certifications, endorsements and/or licenses: 078-Curriculum Coordinator/Supervisor, 010 – Superintendent of Schools or 015 – Asst. Superintendent\*.

**Data Specialist** - Data Specialists transfer information on paper into electronic data systems. They generally oversee the entire conversion process, working closely with other school personnel to ensure that this data is accurate and accessible. A Data Specialist must research data sources to verify validity of this information. Data Specialists might also be responsible for maintaining databases and reporting student level data to the state and/or the federal government. Required certifications, endorsements and/or licenses: None\*.

**Dean** – A Dean, also known as a Headmaster, is the head of a private school. Deans should be entered in to NEO Staff as the private school’s superintendent for data purposes. Required certifications, endorsements and/or licenses: None\*.

**Department Head** – The head of a department within a school unit. Required certifications, endorsements and/or licenses: None\*.

**Dir/Sup of Transportation** - The job of Transportation Director is for the purpose/s of directing Transportation services; providing information and serving as a resource to District administrators; achieving defined objectives by planning, valuating, developing, implementing and maintaining services in compliance with District objectives as well as all relevant guidelines, codes, and regulations; and supervising and directing assigned staff. Required certifications, endorsements and/or licenses: None\*.

**Director of Data Services** - The job of Director of Data Services is done for the purpose/s of leadership for development, analysis, and implementation related services to ensure proper representation of academic-related data to the relevant reporting agencies as mandated by local, state, and federal guidelines, the Director of Data Services develops, analyzes, and monitors academic and operational/programmatic data. Required certifications, endorsements and/or licenses: None\*.

**Director of Guidance** - The Director of Guidance is responsible for the coordination and implementation of a school’s guidance programs The Director of Guidance organizes, supervises, and evaluates the work of the guidance counselors. Required certifications, endorsements and/or licenses: None\*.

**Director of Health Services** - Plans, develops, and implements a comprehensive health services program (including health and physical education, and school health services) which assesses needs of students, establishes objectives and priorities, delegates responsibilities to staff, develops strategies to achieve objectives and evaluates programs. Provides direction, consultation and supervision to health resource teachers; consults with centrally based staff and school-based staff on individual cases and on interpretation of federal, state and local policies and procedures. Develops and implements standards, policies and procedures related to health services; monitors the progress of various services; makes recommendations for changes. Required certifications, endorsements and/or licenses: None\*.

**Director of Operations** - The Director of School Operations oversees operational performance through managing finance, administration, technology, facilities, compliance and general school operations to support student achievement. The Director of School Operations is responsible for all matters of school administration that do not directly relate to instruction. Required certifications, endorsements and/or licenses: None\*.

**Director of Student Activities** - Responsible for coordinating all aspects of a comprehensive student activities program and related functions. Required certifications, endorsements and/or licenses: None\*.

**Director of Technology** - A Director of Technology provides leadership and assumes management responsibility for the direction, coordination, integration and implementation of technology across all school district buildings and departments. The Director of Technology is responsible for planning, purchasing, installing and maintaining physical technology systems of the District in a condition of excellence enabling full educational use of technology at all times. Required certifications, endorsements and/or licenses: None\*.

**Director School Performance Management** – manages the supervision of principals providing support for effective and collaborative leadership. Collaborates with the superintendent, chief academic officer, principals and other school system leaders in implementing the policies and programs of the school district. Required certifications, endorsements and/or licenses: None\*.

**Director/Supervisor Assistant of Food Service** - The job of Assistant Director - Food Services was established for the purpose/s of providing support to the food service activities at assigned locations with specific responsibilities for directing activities and personnel at multiple sites to perform their functions in a safe and efficient manner; meeting the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health standards. The person in this position is the assistant to the Director/Supervisor of Food Services I or II. Required certifications, endorsements and/or licenses: None\*.

**Director/Supervisor of Food Service I** - A school food service director is responsible for planning student lunch menus. In addition to possessing a knowledge of childhood nutrition, they also ensure kitchen accessories are properly maintained, oversee scheduling, manage supplies, handle payroll duties, and train staff. The person in this position is responsible for two or more kitchens or is responsible for the total food service program of a multi school LEA with an enrollment equal to or less than 2,500. Required certifications, endorsements and/or licenses: None\*.

**Director/Supervisor of Food Service II** - A school food service director is responsible for planning student lunch menus. In addition to possessing a knowledge of childhood nutrition, they also ensure kitchen accessories are properly maintained, oversee scheduling, manage supplies, handle payroll duties, and train staff. The person in this position is responsible for two or more kitchens or is responsible for the total food service program of a multi school LEA with an enrollment greater than 2,500. Required certifications, endorsements and/or licenses: None\*.

**Dropout Prevention Coordinator** - The Dropout Prevention Coordinator coordinates and implements the District's dropout prevention initiatives in conjunction with providing support services in areas such as: Peer Leadership, Conflict Resolution, Peer Mediation and Parent Involvement. The Dropout Prevention Coordinator also assists schools in developing dropout prevention strategies and programs. Required certifications, endorsements and/or licenses: None\*.



**Ed Tech I** - Educational technicians provide supportive educational services to certified personnel in K-12 schools or to credentialed personnel in early childhood educational or developmental programs from birth to school age 5 for children with disabilities. Educational Technician I: requires that you have your high school diploma or GED. Required certifications, endorsements and/or licenses: 021-Ed Tech 1, 022-Ed Tech 2, 023-Ed Tech 3, any teacher endorsement, specialist certificate or administrator certificate\*.

**Ed Tech I - Library/Media** - Educational technicians provide supportive educational services to certified personnel in K-12 schools or to credentialed personnel in early childhood educational or developmental programs from birth to school age 5 for children with disabilities. These duties are performed in a library or multi-media laboratory setting. Educational Technician I: requires that you have your high school diploma or GED. Required certifications, endorsements and/or licenses: 021-Ed Tech 1, 022-Ed Tech 2, 023-Ed Tech 3, any teacher endorsement, specialist certificate or administrator certificate\*.

**Ed Tech II** - Educational technicians provide supportive educational services to certified personnel in K-12 schools or to credentialed personnel in early childhood educational or developmental programs from birth to school age 5 for children with disabilities. Educational Technician II: requires that you have 60 semester hours of approved study. Required certifications, endorsements and/or licenses: 022-Ed Tech 2, 023-Ed Tech 3, any teacher endorsement, specialist certificate or administrator certificate\*.

**Ed Tech II - Library/Media** - Educational technicians provide supportive educational services to certified personnel in K-12 schools or to credentialed personnel in early childhood educational or developmental programs from birth to school age 5 for children with disabilities. These duties are performed in a library or multi-media laboratory setting. Educational Technician II: requires that you have 60 semester hours of approved study. Required certifications, endorsements and/or licenses: 022-Ed Tech 2, 023-Ed Tech 3, any teacher endorsement, specialist certificate or administrator certificate\*.

**Ed Tech III** - Educational technicians provide supportive educational services to certified personnel in K-12 schools or to credentialed personnel in early childhood educational or developmental programs from birth to school age 5 for children with disabilities. Educational Technician III: requires that you have 90 semester hours of approved study. Required certifications, endorsements and/or licenses: 023-Ed Tech 3, any teacher endorsement, specialist certificate or administrator certificate\*.

**Ed Tech III - Library/Media** - Educational technicians provide supportive educational services to certified personnel in K-12 schools or to credentialed personnel in early childhood educational or developmental programs from birth to school age 5 for children with disabilities. These duties are performed in a library or multi-media laboratory setting. Educational Technician III: requires that you have 90 semester hours of approved study. Required certifications, endorsements and/or licenses: 023-Ed Tech 3, any teacher endorsement, specialist certificate or administrator certificate\*.

**Ed Tech Support Team Member** – Ed Tech Support Team Members verify to the state that an Ed tech has completed their renewal requirements every 5 years. In the past, they signed the back of the renewal form verifying the completion of coursework. In the Maine Educator Information System (MEIS), they will need permissions to verify each person’s renewal before or after the educator has

submitted payment and completed the application. Required certifications, endorsements and/or licenses: None\*.

**Employment Coordinator** - Employment coordinators supervise human resource staff, such as employment, recruitment and placement specialists. In addition to supervisory duties, employment coordinators conduct reference and background checks, maintain employee records and hire applicants. Required certifications, endorsements and/or licenses: None\*.

**English Language Learner Teacher** - The job of English Language Learner Teacher was established for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for developing English Learner students' ability to effectively perform courses of study in the English language; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress. Required certifications, endorsements and/or licenses: 660-English - Second Language (K-12)\*.

**English Language Learners Program Director/Coordinator** - This position is accountable for supporting school improvement and student results through the direction, leadership, supervision and evaluation of all English language learner support services. This position is also instrumental in assuring compliance with state and federal laws and mandates pertaining to the education of ELL students. Required certifications, endorsements and/or licenses: None\*.

**Facilities-Buildings & Grounds Supervisor** - Supervises and trains building and grounds maintenance staff. Oversees landscaping activities, the maintenance of sidewalks and parking areas, and the removal of trash and snow. Maintains and monitors the operation of all utility systems such as heating, ventilating and air conditioning. May be responsible for the housekeeping staff. Required certifications, endorsements and/or licenses: None\*.

**Facilities-Custodial/Maintenance** - Performs custodial duties to include overall building and grounds maintenance and repair functions. Required certifications, endorsements and/or licenses: None\*.

**Facilities-Director/Manager** - Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work. Required certifications, endorsements and/or licenses: None\*.

**Food Service Manager I** - A school food service manager is responsible for planning student lunch menus. In addition to possessing a knowledge of childhood nutrition, they also ensure kitchen accessories are properly maintained, oversee scheduling, manage supplies, handle payroll duties, and train staff. The person in this position works under the supervision of a Director and is manager of a

kitchen of a district with two or more units (schools). Required certifications, endorsements and/or licenses: None\*.

**Food Service Manager II** - A school food service manager is responsible for planning student lunch menus. In addition to possessing a knowledge of childhood nutrition, they also ensure kitchen accessories are properly maintained, oversee scheduling, manage supplies, handle payroll duties, and train staff. The person in this position works without supervision of a Director and is manager of a kitchen in a single unit district. Required certifications, endorsements and/or licenses: None\*.

**Food Service Staff** - The job of Food Service Staff was established for the purpose/s of providing support to the food service activities at an assigned location with specific responsibilities for preparing and/or serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition. Required certifications, endorsements and/or licenses: None\*.

**Gifted and Talented Teacher** - Gifted and talented students, also known as advanced or high-ability students, are students who perform academically, intellectually, or creatively beyond their grade level. Teachers working with gifted and talented students must be able to instruct advanced subjects effectively. The specialty requires that a teacher have excellent communication skills and a high degree of knowledge in their chosen field of study and instruction. Teachers working with advanced students need to utilize techniques that help their students develop productivity, creativity, self-discipline and leadership skills. Teachers in this specialty must be prepared to individualize and modify instruction as necessary and relate to the unique education needs of advanced students. When working with high-achieving students a teacher must understand that a student may be intellectually advanced beyond their years but developmentally similar to their peers, and know how to relate on that intellectual level without losing sight of the child's true age. Required certifications, endorsements and/or licenses: 690-Gifted and Talented\*.

**Guidance Counselor** - A school counselor is a counselor and an educator who works in primary (elementary and middle) schools and/or secondary schools to provide academic, career, college access/affordability/admission, and social-emotional competencies to all students through a school counseling program. Required certifications, endorsements and/or licenses: 075-Guidance Counselor\*.

**Health Assistant** - The primary goal of the Health Assistant is to care for student health injuries and/or illnesses in an expedient and safe manner. The Health Assistant works with parents, students, and school medical personnel for the control and prevention of disease and for the development of optimum health of each student. Required certifications, endorsements and/or licenses: None\*.

**Instructional Coach** - Instructional coaching involves two people: the classroom teacher and the coach. Coaches work one-on-one and in small groups with teachers, providing guidance, training, and other resources as needed. Together, they focus on practical strategies for engaging students and improving their learning. Coaches also are often responsible for providing or arranging professional development activities for all teachers in a school or district. Required certifications, endorsements and/or licenses: None\*.

**Integrated Pest Management Coordinator** – An Integrated Pest Management Coordinator is the primary contact for all matters related to pest control for the school, and act as a liaison between the building occupants and the pest management professional. They will also serve as a contact for parents or others seeking information about pesticide use or other pest management practices. Required certifications, endorsements and/or licenses: None\*.

**Interpreter** - Interpreters facilitate communication between parties who speak two different languages. They do this by interpreting, translating and re-communicating both verbal and written messages from one language into another. This includes both spoken languages and sign languages. Required certifications, endorsements and/or licenses: None\*.

**Interpreter or Transliterater for the Deaf** - The Interpreter or Transliterater for the Deaf's primary function is to facilitate communication among students who are deaf or hard of hearing, their hearing peers, the classroom teacher and other personnel in the school system. The Interpreter or Transliterater for the Deaf provides interpreting and support services to students who are deaf or hard of hearing being educated in the school district. For Transliteration, the interpreter mouths the words being spoken (without voice) while signing for a client who reads lips and uses the signing to clarify the communication. The emphasis is not solely on the mouth as in Oral Interpreting. Other duties that may be performed when they do not interfere with interpreting include tutoring, participation in meetings and being an active member of the school's educational team. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**JMG Skills Instructor** - A JMG Skills Instructor is a contracted staff employed by Jobs for Maine Graduates that teaches courses aimed at building student's post-secondary career skills. Required certifications, endorsements and/or licenses: None\*.

**Librarian/Media Specialist** - This position manages the library collection and performs a variety of media center responsibilities, including working with groups of students in developing media skills and maintaining the school's literary collection. Required certifications, endorsements and/or licenses: 071-Library/Media Specialist\*.

**Licensed Clinical Professional Counselors** – A Licensed Clinical Professional Counselors provides students with counseling services involving the application of the principles and procedures of counseling to assess and treat intrapersonal and interpersonal problems and other dysfunctional behaviors and to assist in the overall development and adjustment of those students served. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Licensed Marriage and Family Therapists** - Licensed Marriage and Family Therapists are mental health professionals trained in psychotherapy and family systems, and licensed to diagnose and treat mental and emotional disorders within the context of marriage, couples and family systems. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Literacy Specialist** – A Literacy Specialist provides assistance to teachers so that appropriate research-based strategies are employed in order for students to achieve literacy. Required certifications, endorsements and/or licenses: 092-Literacy Specialist\*.

**McKinney-Vento Liaison** - Provide services to the children and youth in the McKinney-Vento Program to help them overcome obstacles and barriers to receiving an education and to assist family with social service needs. Required certifications, endorsements and/or licenses: None\*.

**Nurse** - The school nurse is a registered professional nurse certified with the Maine Department of Education working in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of children. The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures. Required certifications, endorsements and/or licenses: 524-School Nurse, State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position. State license number is required in NEO Staff for this position\*.

**Occupational Therapist** - School-based occupational therapists use meaningful activities to help children and youth participate in what they need and/or want to do in order to promote physical and mental health and well-being. Occupational therapy addresses the physical, cognitive, psychosocial and sensory components of performance. In schools, occupational therapists focus on academics, play and leisure, social participation, self-care skills (ADLs or Activities of Daily Living), and transition/ work skills. Occupational therapy's expertise includes activity and environmental analysis and modification with a goal of reducing the barriers to participation. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Occupational Therapy Aides** - Helps occupational therapy clients by preparing treatment area, patient, equipment, and materials; helping patients complete occupational therapy assignments. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Orientation and Mobility Specialist** - Orientation and mobility specialists teach students with visual impairments to travel safely, confidently and independently in their environment. Orientation and mobility specialists are different from physical therapists, because they focus on people with vision loss. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Other Special Education Services Provider** – An individual contracted to provide supportive services or activities necessary for some students with disabilities to maximize their educational outcomes. Any related service or support that helps a student to benefit from or achieve the goals set out in his or her individualized education program (IEP) should be provided by the appropriate related services personnel. Special education and related services are intended to be flexible to meet the needs of an individual student. Appropriately matched to those needs, related services can assist students with

disabilities by helping them to participate in the general education curriculum with their peers, meet their annual educational goals and take part in extracurricular and nonacademic activities. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Physical Therapist** - The school physical therapist supports the education of students suspected of and/or diagnosed with disability in their least restrictive environment. The school physical therapist develops, implements and coordinates a physical therapy program within the local educational agency (LEA); providing screening, evaluation and intervention services. Skilled provision of physical therapy prevents injury (acute or chronic) of both students and educational staff. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Physical Therapists Assistant** - The school physical therapy assistant supports the education of students suspected of and/or diagnosed with a disability in their least restrictive environment. The school physical therapy assistant administers physical therapy interventions guided by an Individual Education Plan (IEP) delegated by a physical therapist in order to improve the students' functional independence at school. The school physical therapy assistant may make minor adjustments in intervention delivery as needed that are consistent with the established IEP. Medical problems or modification to intervention will be referred to the school physical therapist for solution. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Physician/Doctor** - School physicians play an important role in the school district's health program. The school physician functions as part of a health team addressing health issues of the student population in the school district. Working collaboratively with school administration, school health advisory councils and school nurses, school physicians can have an influential role in implementing effective health programs that reach all children in the district. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Principal** - To serve as the chief administrator of a school in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member. Required certifications, endorsements and/or licenses: 040-Building Administrator, 010 – Superintendent of Schools or 015 – Asst. Superintendent\*.

**Psychometrics/Psychological Ex** - Psychometricians construct tests and interpret results for the purpose of assessing a person's intelligence, personality, skills or other psychological attributes. They ensure the accuracy and validity of exams and gather data that will be instrumental to improving the performance of an individual, diagnose an impairment or determine aptitude for particular tasks. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Recreation/Therapeutic Recreation Specialist** - Recreation therapists employ leisure activities to help patients with disabilities or illnesses. Through the use of games, sports, crafts and more, they maintain their patients' physical and emotional well-being. In doing this, they also help patients integrate into their community via group activities. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Referee** - A referee is the person of authority in a variety of sports who is responsible for presiding over the game from a neutral point of view and making on-the-fly decisions that enforce the rules of the sport, including sportsmanship decisions such as ejection. Required certifications, endorsements and/or licenses: None\*.

**RSC Executive Director** - The Executive Director of a Regional Service Center (RSC) is to provide leadership for the development and delivery of programs and services that promote increased student performance in the region, increase efficiency, economy and effectiveness in school district and charter school operations, and support the implementation of statewide initiatives as required by the state legislature and the Commissioner of Education. The interlocal agreement for each individual Regional Service Center will provide the specific criteria for the Executive Director of that Regional Service Center. Required certifications, endorsements and/or licenses: None\*

**School Psychologist** - School psychologists are uniquely qualified members of school teams that support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists partner with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community. Required certifications, endorsements and/or licenses: 093-School Psychologist (Birth-12), State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**School Resource Officer** - A school resource officer is a commissioned, sworn law enforcement officer, not a security guard. SRO's is responsible for safety and crime prevention in schools. SROs are typically employed by a local police or sheriff's agency and work closely with administrators in an effort to create a safer environment for both students and staff. The responsibilities of SROs are similar to regular police officers in that they have the ability to make arrests, respond to calls for service, and document incidents. School resource officers typically have additional duties, including mentoring and conducting presentations on youth-related issues. Required certifications, endorsements and/or licenses: None\*

**School Security** - Provides security for the school district staff, students, buildings and property through patrol of school building(s) and building perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide for general building security; does related work as required. Required certifications, endorsements and/or licenses: None\*.

**School Social Worker** - School social workers address the psychological and social well-being of students. They provide information and counseling and help students, parents and school staff work

together to solve problems by communicating and providing referrals to other resources. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Security Director** - The work of a Security Director involves responsibility for overseeing and supervising school buildings and grounds security functions both during and after normal school hours. The primary emphasis in this position is to insure the presence of security officers to deter vandalism, breakage and unwarranted loitering on school property. Under the supervision of the School Superintendent or other administrative superior in charge of security, the incumbent has responsibility for planning and overseeing both vehicular and foot traffic flow in and around school buildings. Supervision is exercised over the work of a security staff. Does related work as required. Required certifications, endorsements and/or licenses: None\*.

**Sign Language Interpreter** - This employee is responsible for assisting the teacher of the deaf/hard of hearing in the classroom and providing interpreting services to deaf/hard of hearing students in regular classrooms. For Oral Interpreting, the interpreter must clearly articulate, with their mouth (without voice), what is being said for a client who relies primarily on lip-reading (speech reading). Oral Interpreting does not usually include signing as in Transliteration. Required certifications, endorsements and/or licenses: None\*.

**Special Education Asst Director** - Under the supervision of the Director of Special Education, coordinate the research and implementation of effective instructional programs for students with disabilities in District and assists with the operation of the District's Special Education programs and services. Assist in the planning, development, implementation, maintenance and evaluation of programs for individuals who qualify for special education services; provides training to special education staff, general education staff, administrator, classified staff and parents; monitors program compliance; maintains special education budgets and monitors expenditures; serves as a resource in the assessment and instructional planning of individuals who qualify for special education services; supervises and evaluates certificated and classified staff; and works on other duties as directed. Required certifications, endorsements and/or licenses: 035-Asst. Administrator of Special Ed or 030-Administrator of Special Ed.\*.

**Special Education Consultant** - The primary duty of the Special Education Consultant is to provide professional development training and technical assistance related to implementing schools' improvement plans, especially those efforts that result in increased academic achievement for students with disabilities or the reduction or prevention of special education referrals. The Special Education Consultant provides tailored training to identified school districts and/or schools based on school and/or building improvement plans and coaches teachers and staff as schools implement those plans. The Special Education Consultant assists schools and/or districts by providing or coordinating professional training within the district or regional catchment area, developing in-district trainers for training modules. The Special Education Consultant should demonstrate quality implementation of instructional, behavioral, and ongoing evaluation techniques and strategies to school staff members, and consulting



and coaching staff in their implementation of such techniques and strategies. Required certifications, endorsements and/or licenses: 079-Special Ed. Consultant\*.

**Special Education Director** - Special education directors plan, administer, and assess the effectiveness of short-term and long-term services for learning or otherwise disabled students. Their responsibilities typically include developing budgets, implementing grants, and reviewing related legislation for compliance. Special education directors also analyze information obtained from needs assessments and research current trends in the field. Additional duties include supervising and providing professional development opportunities for special education teachers. Required certifications, endorsements and/or licenses: 030-Administrator of Special Ed.\*.

**Special Education Teacher** - Special education teachers work with students who have a wide range of learning, mental, emotional, and physical disabilities. They adapt general education lessons and teach various subjects, such as reading, writing, and math, to students with mild and moderate disabilities. They also teach basic skills, such as literacy and communication techniques, to students with moderate to severe disabilities. Required certifications, endorsements and/or licenses: 282-Teacher - Disabled Students. The following endorsements are only necessary if working with specific populations: 286-Teacher – Severe Impaired, 291 - Blind/Visual Impaired, 292 - Deaf/Hearing Impaired.\*.

**Speech - Language Pathologist** - Speech-language pathologists work to prevent, assess, diagnose, and treat speech, language, social communication, cognitive-communication, and swallowing disorders in students. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Speech - Language Pathology Aides and Assistants** - Speech pathology assistants perform many tasks delegated by speech pathologists, such as assisting in hearing screenings and checking equipment. Speech pathology assistants also are permitted to follow documented treatment plans created by licensed pathologists and to informally document a patient's performance. Other tasks might include research assistance and aiding in the creation and maintenance of public relations programs. Required certifications, endorsements and/or licenses: State license from the Department of Professional and Financial Regulation. State license number is required in NEO Staff for this position\*.

**Speech & Hearing Clinician** - Responsible for patient evaluation and the application of a wide variety of therapeutic techniques for the rehabilitation of patients with speech and language disorders, cognitive deficits, oral motor disorders, dysphasia, voice disorders and hearing disorders. Required certifications, endorsements and/or licenses: 293-Speech & Hearing Clinician\*.

**Student Monitor** - Provides supervisory monitoring of students during bus drop off, arrival, and after school. Monitors halls during student arrival and during lunch. Circulates throughout cafeteria during breakfast and lunch periods. Monitors students in cafeteria waiting line and at tables while eating. Assists and supports student behavior management. Refers and communicates behavioral concerns and inappropriate conduct to appropriate administrative personnel. Required certifications, endorsements and/or licenses: None\*.

**Substitute Ed Tech** – Performs an educational technician’s regular duties in their absence. Educational technicians provide supportive educational services to certified personnel in K-12 schools or to credentialed personnel in early childhood educational or developmental programs from birth to school age 5 for children with disabilities. Required certifications, endorsements and/or licenses\*:

Whenever possible a substitute educational technician should hold the same level of authorization as the position for which a substitute educational technician is needed. When this is not possible, the following conditions apply:

1. A teacher, educational specialist, or administrator who is currently certified in Maine may serve as a substitute Educational Technician I, II, or III with no time limit;
2. An individual with 90 credits of approved study in an educationally related field or three years of paid applied employment in a career and technical education setting may serve as a substitute Educational Technician I, II, or III for no more than 90 days during a school year;
3. An individual with 60 credits of approved study in an educationally related field or two years of paid applied employment in a career and technical education setting may serve as a substitute Educational Technician I or II for no more than 60 days during a school year or as a substitute Educational Technician III for no more than 10 days during a school year; and
4. An individual with high school diploma or a GED may serve as a substitute Educational Technician I for no more than 30 days during a school year or as a substitute Educational Technician II or III for no more than 10 days during a school year.

**Substitute Other** – Someone who performs the regular duties of a non-academic staff member on a short-term basis. Non- academic staff include but are not limited to custodians, food service staff, bus drivers, coaches, student monitors, etc.... Required certifications, endorsements and/or licenses: None\*.

**Substitute Teacher** - Performs regular teacher's class plan while the teacher is out. Assumes the responsibilities for instructing classes when a teacher is absent. Assumes all other responsibilities for that teacher during the time the teacher is absent. Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent. Provides for individualized and small group assistance for students as indicated by lesson plans. Required certifications, endorsements and/or licenses\*:

- 1. Certified Within Certification Area*** A certified teacher or educational specialist may serve as a substitute with no time limit, provided that the teaching certificate bears an endorsement for the grade and subject being taught, or the educational specialist certificate is appropriate to the employment.

**2. Certified Outside Certification Area** Certified teachers may substitute outside the scope of their certificates for no more than 90 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend this 90-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions to an extension of the 90-day limitation, such as appropriate training for the substitute teacher.

**3. Individuals with Two or More Years of College** Individuals with two or more years of college may serve as substitute teachers for no more than 60 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend this 60-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions to an extension of the 60-day limitation, such as appropriate training for the substitute teacher.

#### **4. High School Graduates**

**(a) Career and Technical Education Centers and Regions:** A high school graduate with two or more years of trade experience in the subject being taught may serve for no more than 60 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend this 60-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions to an 05-071 Chapter 115 Part I - Certification, Authorization, and Approval of Education Personnel page 38 extension of the 60-day limitation, such as appropriate training for the substitute teacher.

**(b) All Other Schools:** A high school graduate may serve as a substitute teacher in emergency situations for no more than 10 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or nonconsecutive. The Commissioner may extend this 10-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions on an extension of the 10-day limitation, such as appropriate training for the substitute teacher. A high school graduate may not exceed a total of 60 teaching days as a substitute teacher in any school year in any one school unit.

**Substitute Teacher - Long-term** - Substitute teachers may serve on a long-term basis (greater than six weeks) in schools to fill vacancies caused by the absence, resignation, inability to employ, or termination of a certified, authorized, or approved employee. The long-term substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period. The long-term substitute works

the regular hours of the absent classroom teacher during his/her absence. Please note: In order to add a “Substitute Teacher – Long Term” assignment in NEO Staff, you must designate a current active Classroom Teacher and set the Classroom Teacher to be “On Leave”. When the Classroom Teacher returns from leave, the assignment is set to “Return from Leave” and the application will automatically end the assignment of the Long-Term Sub. Required certifications, endorsements and/or licenses\*:

**1. Certified Within Certification Area** A certified teacher or educational specialist may serve as a substitute with no time limit, provided that the teaching certificate bears an endorsement for the grade and subject being taught, or the educational specialist certificate is appropriate to the employment. A school administrative unit may consider a waiver if finding candidates that meet the eligibility criteria is difficult.

## **2. High School Graduates**

**(a) Career and Technical Education Centers and Regions:** A high school graduate with two or more years of trade experience in the subject being taught may serve for no more than 60 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend this 60-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions to an extension of the 60-day limitation, such as appropriate training for the substitute teacher.

**(b) All Other Schools:** A high school graduate may serve as a substitute teacher in emergency situations for no more than 10 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend this 10-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions on an extension of the 10-day limitation, such as appropriate training for the substitute teacher. A high school graduate may not exceed a total of 60 teaching days as a substitute teacher in any school year in any one school unit.

**Superintendent of Schools** - The superintendent is the top executive in the school district. The superintendent implements the school board’s vision by making day-to-day decisions about educational programs, spending, staff, and facilities. The superintendent hires, supervises, and manages the central staff and principals. Superintendents must work with school leaders -- principals -- to serve the needs of students and meet the district goals. The superintendent must also respond to the demands of all the other constituencies and interest groups in the district: teachers, students, parents, staff, advocates, and the community at large. She or he must consider how to use the financial and human resources of the district in order to achieve the best results. Required certifications, endorsements and/or licenses: 010-Superintendent of Schools\*.

**Supervisor of Instruction** - Supervisors of Instruction lead other teachers in instruction to make them as effective as possible. They also lead teachers in developing and implementing an effective plan of instruction. The increasing complexity of teaching demands more help from supervisors and thus increases the complexity of the leadership role. Supervisors of Instruction must adapt to meet the needs of the people and the environment rather than practice a normative kind of leadership. Further, they must develop solutions for each individual problem as it arises rather than use "prefabricated" answers for any problem. Supervisors of Instruction actively participate in the school's instructional program; for instance, they constantly evaluate the program and work with teachers to get the best results with students. Instructional leaders improve the quality of instruction by furthering professional growth for all teachers; in-servicing contributes toward accomplishing this end. Required certifications, endorsements and/or licenses: None\*.

**Talent Development Strategy Coordinator** – This position coordinates resources and tools to support performance improvement and career development. Required certifications, endorsements and/or licenses: None\*.

**Teacher Support Team Member** - Teacher Support Team Members verify to the state that a teacher has completed their renewal requirements every 5 years. In the past, they signed the back of the renewal form verifying the completion of coursework. In the Maine Educator Information System (MEIS), they will need permissions to verify each person's renewal before or after the educator has submitted payment and completed the application. Required certifications, endorsements and/or licenses: None\*.

**Teaching Principal** – A Teaching Principal must teach at least an equal number of hours to the number of hours that they perform their principal duties. A Teaching Principal can serve as principal of a kindergarten preschool through grade 8 school for less than 50 percent of the school day. A teaching principal shall have release time during regular school hours to perform ongoing and substantial administrative duties and shall also have a teaching assignment. Please note that any individual with a Teaching Principal assignment must also have a teacher assignment (Classroom Teacher, English Language Learner Teacher, Gifted and Talented Teacher, Literacy Specialist, Special Education Teacher or Substitute Teacher – Long-Term). Required certifications, endorsements and/or licenses: Any valid teacher endorsement (see page 5) and 057-Teaching Principal or 045 – Asst. Building Administrator, 040 - Building Administrator, 010 – Superintendent of Schools or 015 – Asst. Superintendent\*.

**Technology Integration Coordinator** - The Technology Integration Coordinator is a position focusing on supporting teachers' integration of technology. The Coordinator works directly with faculty to ensure the successful integration of technology into the curriculum, assists in the development of laptop integration strategies and protocols. This position collaborates with the technology staff to align faculty instruction with student educational experiences. The Coordinator also provides technology training to school staff as necessary. Required certifications, endorsements and/or licenses: None\*.

**Title I Coordinator** - Title 1 is a federal aid program coordinated through the Department of Education that provides funds to schools. As part of the Elementary and Secondary Education Act, Title 1 authorizes the dispersion of federal grants to states. Each state then distributes funds to school districts

based on need. Title 1 coordinators make sure these funds are used appropriately to help disadvantaged students achieve academic success. The Title I Coordinator performs a variety of duties relating to the development and implementation of the district Title I. This position is responsible for monitoring the expenditure of Title I funds to include planning, organizing, administering, directing, and accounting for the operation of the Title I Program. The coordinator will work with district office staff, principals, teachers and parents to facilitate the program. Required certifications, endorsements and/or licenses: None\*.

**Title I Teacher** - The Title 1 teacher promotes and develops successful reading instruction for students and performs related duties in accordance with District policies and terms of the teacher contract. The Title 1 teacher is responsible for group and individual instruction of reading for students who meet state and federal guidelines. The Title 1 teacher supervises and develops lessons for paraprofessionals, and measures student progress. The Title I teacher is also responsible for partnering with parents through collaboration, communication and training. Required certifications, endorsements and/or licenses: 020 - General Elementary\*.

**Van Driver** - School Van Drivers transport students to and from school as well as school sponsored functions. Required certifications, endorsements and/or licenses: Maine State Driver's License\*.

**Visiting Teacher** - A teacher from a country other than the United States who is participating in a visiting teacher program established and administered by the Department or a locally established sister-school exchange may teach in a school in Maine. The teacher is authorized to act as an adjunct to existing staff and may not be used to avoid the hiring of professional, certified teachers. Required certifications, endorsements and/or licenses: None\*.

**Volunteer Coordinator** - Volunteer coordinators are responsible for recruiting and managing groups of volunteers, as well as individual members of a volunteer organization. Required certifications, endorsements and/or licenses: None\*.

***\*Please note that along with listed required certifications, endorsements and/or licenses all staff that have unsupervised sustained direct contact with students need to have their Criminal History Record Check (CHRC).***