

GORHAM SCHOOL DEPARTMENT

TITLE: Ed Tech Reauthorization Chair

QUALIFICATIONS:

1. Ed Tech authorization issued by the Maine Department of Education
2. Experience as an Educational Technician I, II, or III
3. Possess good organizational and communication skills

REPORTS TO: Superintendent of Schools

JOB GOAL: To provide assistance to all educational technicians seeking authorization and/or renewal of authorizations.

RESPONSIBILITIES:

1. Assists all Gorham educational technicians in securing state authorization.
2. Sets up and maintains files for all new, current and terminated educational technicians.
3. Assesses the ed tech's workshop hours, classes, etc., notifies them if additional hours are needed, writes up and signs the Professional Development Plan for submittal to the Department of Education.
4. Coordinates and communicates with the DOE and Superintendent's Assistant as needed.
5. Submits quarterly reports to the Superintendent of Schools.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or 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.

January 2012