

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Educational Technician I

### **QUALIFICATIONS:**

1. High School Diploma.
2. Participation in and completion of introductory orientation training.
3. Participation in ongoing inservice training. It is recommended that the training address the following areas:
  - A. The roles and responsibilities of the Educational Technician
  - B. The student with special needs
  - C. Understanding the instructional process
  - D. Emergency, health and safety procedures
  - E. Confidentiality issues in the school setting
4. Evidence of successful experience and background in working with young people.
5. Ability to work with parents and teachers.
6. Evidence of State authorization as an Educational Technician I.

**REPORTS TO:** Assigned teacher(s) or content area specialist

**JOB GOAL:** To assist teachers in the delivery of appropriate instruction and services to students.

### **RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Assisting in preparation of instructional materials.
2. Supervising and observing students in cooperation with the teacher(s).
3. Tutoring individual or small groups of students within the respective classroom or instructional area.
4. Assisting the teacher(s) in other duties compatible to the job classification.
5. Maintaining confidentiality.
6. Performing other related duties as assigned.
7. Requirements vary depending upon assignment.

**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