
EDUCATIONAL TECHNICIAN I

Job Title: Educational Technician I

Qualifications:

- a. Criminal History Record Check (CHRC)
- b. Educational Technician I credential
- c. Similar work-related experience
- d. Strong characteristics of cooperation, flexibility, initiative, and industriousness
- e. Strong organizational skills
- f. Effective written and verbal communication skills
- g. Excellent interpersonal skills
- h. Ability to relate sensitively to a wide variety of people

Reports to: Assigned regular education teacher(s), special education case manager and building administrator

Job Goal: To assist in the provision of an appropriate and quality education for all students

Essential Functions

- a. Review and reinforce learning previously introduced by the classroom teacher or appropriate content specialist, or assist in drill or practice activities
- b. Perform non-instructional, non-evaluative functions
- c. Assist in the preparation of instructional materials
- d. Provide classroom management functions
- e. Develop and maintain trust and rapport with students
- f. Provide direct instructional support to students in the regular and special education setting
- g. Maintain professional boundaries with highly vulnerable students, both in school and in the community
- h. Accept direction of lead teacher and work collaboratively with team members
- i. Demonstrate positive communication with students, staff and parents
- j. Respectfully advocate for disabled children in the public-school setting
- k. Maintain a high level of ethical behavior and confidentiality of information regarding students and their families
- l. Maintain a high level of professionalism in following and supporting school district policies, school rules and team standards in all areas
- m. Inform classroom teacher of any problems or special information about individual students
- n. Participate in in-service training programs, as assigned
- o. Carry out assigned duties relating to the supervision of students, such as lunch, playground, study hall, cafeteria, bus loading activities, class trips, and to and from classes and/or other related services programs.

- p. Carry out other duties and responsibilities as assigned by classroom teacher and building administrator

Required Supervision:

- a. Be assigned instructional duties that are directly supervised by the classroom teacher or appropriate content specialist in the classroom; or
- b. Serve under general administrative supervision when performing non-instructional student-related duties

Behavioral Health Professional (BHP) Certification

Job Goal: To work as an integral part of a clinical team in providing therapeutic and educational support as well as supervision of students with significant mental health or developmental disabilities within a school setting.

Candidate will perform all duties of an Educational Technician I, in addition to:

Behavioral:

- a. Implement positive behavioral support plans under the supervision of clinical supervisor
- b. Teach and encourage practice of adaptive skills in each student's plan
- c. Collect data as required
- d. Show good judgement in responding to unexpected changes or crises as they arise
- e. Apply safe therapeutic physical and non-physical intervention and crisis management, as trained

Supervision and Paperwork:

- a. Attend weekly team meetings prepared to communicate concerns, identify students' progress, and collaborate in developing proactive behavior plans
- b. Perform all duties required for billing, including clear and timely documentation of services and progress notes
- c. Accept teacher, clinician and administrative supervision
- d. Learn and use skills related to atypical child development, developmental disabilities, and behavior intervention

Terms of Employment: As determined by the current Collective Bargaining Agreement between the RSU 40 Board of Directors and the Medomak Valley Education Association

Evaluation: Performance of this job will be evaluated annually by the building administrator in accordance with policy.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.