

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.

**R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description**

Title: Instructional Educational Technician I

Qualifications:

- Currently hold Maine teacher certification, or
- Hold a high school diploma or GED;
- Satisfactory performance on the ParaPro Certification Assessment (minimal score of 459); and
- Satisfactorily completed a Criminal History Records Check

Reports to: Building principals and works collaboratively with classroom teachers

Job Goal: To provide supplemental support services in the areas of English Language Arts and/or Mathematics to students identified by classroom teachers as requiring additional assistance in order to demonstrate proficiency with the Maine Learning Results.

Responsibilities:

While directly supervised by the classroom teacher or appropriate content specialist:

- Review and reinforce learning material or skills initially introduced by the classroom teacher;
- Assist students in drill or practice activities;
- Assist in the preparation of instructional materials;
- Assist in classroom management functions (e.g. check student's work is ready for class, "catch up" students that have been absent, keep student's focused during whole group instruction, etc.) as requested by the classroom teacher; and
- Use language and teaching strategies to foster student confidence and ability to work with increasingly more independence.

While serving under general administrative supervision, performing non-instructional student-related duties:

- Assist with other duties (e.g. lunch duty, filling in as a substitute, etc.), as assigned by the principal.
- Participate in Title IA sponsored Parent Involvement activities, as funding allows.
- Participate in professional development activities that assist the ed tech in being knowledgeable of current methods and strategies, particularly those used currently in R.S.U. No. 67.

Work Schedule: Educational technicians shall work all student days, plus staff development or workshop days, as needed, and as funding allows.

Evaluation: Evaluations will be completed annually by the building principals in accordance with the current collective bargaining agreement.

Resource: Chapter 115 Part I Section 10

Adopted: March 18, 2015