



## Job Description

<b>Position Title:</b>	<b>Educational Technician I, II, III</b>
<b>Department:</b>	<b>OTC, a special purpose private school</b>
<b>Reports To:</b>	<b>Director of OTC</b>
<b>Supervises:</b>	<b>N/A</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Last Revised/ Approved:</b>	<b>January 2017</b>

### **POSITION SUMMARY:**

The Education Technician I, II, or III is a direct care position that performs instructional tasks in OTC, a special purpose private school in the classroom and community settings. Responsibilities include assisting teachers using programs that are designed to train students with developmental disabilities in Activities for Daily Living (ADL), sensory, physical fitness, social development, academics and independence, assisting students in-the-area of personal hygiene, and transporting students to and from community training-sites in an Agency vehicle. Specific duties of this position will vary depending on the program location.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides academic support to students by way of explanation, alternative teaching methods, and one-on-one tutoring to achieve students Individual Education Plan goals and objectives.
2. Attends to personal needs and safety of assigned students at-all-times to ensure access and participation of the daily routine and curriculum, including feeding, toileting, personal hygiene and first aid.
3. Supports student in joining classroom activities, adapting these activities as needed under the supervision of classroom teacher.
4. Supports students with difficult behaviors.
5. Protects the health, safety and wellbeing of clients served, including but not limited to de-escalation techniques and/or administering physical restraints to protect themselves and others from harm.
6. Provides families with information and support related to enhancing the skill development of students.
7. Assists students in using adaptive equipment, as necessary. Utilizes wheelchairs, lifts and other assistive devices to transfer clients to and from vehicles, following prescribed protocols.

8. Keeps daily notes on students shares those notes with teacher/ supervisor on-a-daily basis; files incident reports; assists in writing quarterly progress reports.
9. Assists in cleaning the classroom to ensure a clean, safe environment for students, including sweeping, mopping, sanitation, clean-up, etc.
10. Attends required training to maintain certifications, as well as other training as assigned.

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#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. May assist with planning classroom curriculum and materials acquisition.
2. Performs other duties and tasks as assigned.

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#### **GENERAL EXPECTATIONS:**

1. Be committed to the mission of Central Aroostook Association.
2. Adhere to applicable State and Central Aroostook Association policies and regulations.
3. Work as a member of the Behavioral Health team in the performance of duties.
4. Work in harmonious relationships with all co-workers, management, clients and visitors.
5. Be an active and productive member of the community. As social roles can be life defining, it is imperative that the Association ensure that the social image of individuals be enhanced and that opportunities are created for people to be active and productive community members.
6. Maintain confidentiality by keeping information concerning clients, employees and the Association itself confidential.

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#### **PHYSICAL REQUIREMENTS:**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is regularly required to walk and stand; use hands to finger, handle or feel objects, tools or controls; and talk and hear. The employee is occasionally required to sit, taste or smell, climb or balance, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee will also need the strength and balance required to perform the activities associated with range of motion activities that are required as part of some individuals' programs.

These physical demands will vary depending on the program area.

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#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will work in a classroom and a variety of community settings. Exposure to clients who may exhibit verbal and physically aggressive behavior. Risk to exposure to blood-borne pathogens. Noise level can be moderate to loud.

**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following experience and skills are considered essential:

- At least one year of experience working with students with developmental disabilities who have varying abilities and behaviors is preferred.
- Ability and willingness to manage emotional or physical emergencies that can arise.
- Ability to work on a team, sharing responsibilities with co-workers, accepting direction from supervisors, and contributing ideas.
- Ability to safely accompany individuals into the community.
- Ability and willingness to assist individuals with all aspects of toileting and hygiene skills.
- Ability to pass all required trainings, as specified by the program.

**Education Requirements:** The following education requirements are considered essential:

- Educational Technician I
  - High school diploma or general education degree (GED); participate in an introductory orientation training within the first eight weeks of employment.
- Educational Technician II
  - At least two (2) years of postsecondary education or a combination equivalent to 60 hours of approved study in an educationally related field.
- Educational Technician III
  - At least three (3) years of postsecondary education, or a combination equivalent to 90 hours of approved study in an educationally related field.
- CERTIFICATES, LICENSES, REGISTRATIONS:
  - Must qualify as an Educational Technician I, II, or III with the Department of Education.
  - No Child Left Behind (NCLB) - certified
  - Finger printed for certification with the Department of Education-within three months
  - Safety Care - within six months
  - CPR/First Aid - within six months
  - Certified Residential Medication Aide (CRMA) - if required

\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee Signature

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Date

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Supervisor Signature

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Date