THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING
STATEWIDE EDUCATIONAL SERVICES
One Mackworth Island, Falmouth, ME 04105
(207) 781-6215
www.mecdhh.org

Educational Technician I, II, and III

Department: Statewide Education and Family Services (SEFS)
Reports to: Classroom Teacher
Assistant Director of Special Education
Director of Statewide Education and Family Services
Date Closed: Until Filled

Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf has openings for full-time Educational Technicians, 183-days, 7.5 hours/ day with a pay range of $19.42/hr - $36.18/hr.

General Ed Tech Responsibilities

- Assist in preparation of instructional materials
- Review and reinforce previously introduced learning for an individual or small group of students within the school, community, or classroom as planned by the teacher(s) and/or specialist(s)
- Assist in the implementation of health, safety, and emergency procedures
- Assist the teacher(s)/specialist(s) in other duties compatible to the job classification
- Perform student management duties before and after school, during recess, lunch, assemblies, emergency drills, and in classrooms within the standard school day
- Assists or implements personal care protocols (e.g., toileting needs, feeding needs, medical needs)
- Maintain a high level of ethical behavior and confidentiality of information
- Participate in staff meetings as needed
- Arrive and depart punctually, notifying appropriate personnel about absences and coverage
- Abide by all policies and procedures of MECDHH/GBSD and Federal/State regulations
- Perform other related duties as assigned

Additional Responsibilities – Ed Tech III

- Meet with classroom teacher(s) and/or specialist(s) at least weekly to discuss progress of students and to receive direction and assistance
- Provide direct instruction for an individual or small group of students in collaboration with the classroom teacher(s) and/or specialist(s)
- Perform short-term instruction and classroom management activities in the classroom

under the indirect supervision of the teacher(s) and/or specialist(s)
- Supervise small groups of students in community-based programs with indirect professional supervision

Additional Primary Responsibilities – Ed Tech II

- Meet with classroom teacher(s) and/or specialist(s) at least twice weekly to discuss progress of students and to receive direction and assistance
- Conduct one-on-one or small groups with indirect professional supervision
- Introduce new learning pre-planned for an individual or small group of students in collaboration with the teacher(s) and/or specialist(s)
- Perform short-term instruction and classroom management activities in the classroom under the direct supervision of the teacher(s) and/or specialist(s)

Additional Primary Responsibilities – Ed Tech I

- Meet with the classroom teacher(s) and/or specialist(s) daily to receive direction

Minimum Skills and Qualifications

- Certification requirements variable depending on background:
    - Educational Technician III OR
        - Satisfactory completion of three years of college/university or 90 college credit hours
        - Maine certification as an Educational Technician III
    - Educational Technician II OR
        - Satisfactory completion of 60 semester hours of approved credit
        - Maine certification as an Educational Technician II
    - Educational Technician I
        - High School diploma or GED
        - Maine certification as an Educational Technician I
    - Such alternatives to the qualifications listed above as the Board may find appropriate and acceptable
- Current Criminal History Records Check (CHRC) Certificate
- Experience working with children preferred
- Current training in emergency, health, and safety procedures (CPR, First Aid, etc.)
- Fluency in American Sign Language preferred, willingness to learn required
- Ability to work collaboratively with a team of professionals
- Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognize the value of diverse perspectives and experiences; and foster a work environment reflective of the community at large

A competitive salary and benefits package, including medical/dental insurance, course reimbursement, Public Service Loan Forgiveness, Maine State Retirement, and paid sick/personal time, is offered.

If interested in applying for this position, please click the **APPLY** link next to the **Educational Technician** listing on our Career Opportunities website page.

PLEASE NOTE: Employment CANNOT be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.