



## Employment Opportunity

**Position:** Education Technician I

**Date Closed:** Until Filled

Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf has openings for multiple full-time Ed Tech I 183-day, 7.5 hours/day, in our Portland Site Based programs.

### Primary 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)
- 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

### Minimum Qualifications:

- High School diploma or GED
- Maine certification as an Educational Technician I
- 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 or willingness to learn
- Ability to work collaboratively with a team of professionals

A competitive salary and benefits package, including medical/dental/vision insurance, tuition reimbursement, 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 **Full-time Educational Technician I, Portland** 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.*