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**Job Description:** Educational Technician III for Special Education

Full-time position (approximately 32.5 hours per week for 180 teacher days)

**Nature of the Position**

An Educational Technician may assist teachers in a learning center, special education classroom, functional life skills classroom, or in mainstream classes, with instruction of special education students, implementation of classroom programs, and with classroom management functions.

**Accountability**

The Educational Technician takes daily guidance and task direction from the classroom teachers/case managers whom this position supports but reports to the Special Education Department Chair in fulfilling all duties.

**Job Requirements**

1. Ability to operate as a team member
2. Ability to adapt to the demands of special education programming
3. Ability to support classroom routines and individual student learning goals and needs
4. Ability to instruct students one-on-one and in small groups for specific programming tasks
5. Ability to support behavior management programming to help foster a classroom climate conducive to learning, including de-escalation and physical restraint
6. Ability to interact and support adolescents in a professional manner
7. Strong organizational, communication, and group process skills
8. Ability to provide maximum assistance for personal care needs
9. Ability to maintain confidentiality

**Performance Responsibilities**

Tasks for this position include but are not limited to:

* Assisting classroom teacher/case manager to ensure that individual student learning goals are implemented.
* Maintaining necessary documentation to support student/programming needs.
* Assisting with in-class work completion and assignments as directed by the teacher.
* Acting as a liaison between mainstream teacher, special education teacher, and student.
* Notifying teacher/case manager and the Special Education Department Chair of pertinent issues and concerns.
* Assisting with daily student/classroom activities, as well as supervising students before classes and during transitions.
* Assisting students with hygiene routines (i.e. hand washing, buttons, zippers, changing clothes and bathroom routines).
* Providing personal care assistance to students, as needed.
* Transporting students to training sites off campus and operating as a job coach.
* Creating and introducing learning concepts to students, with consultation from teacher/case manager.
* Assisting in the preparation of instructional materials.
* Supporting the Special Education department responsibilities as assigned by the Special Education Department Chair.

**Qualifications**

Previous experience working with adolescents in an educational setting

Maintain a valid Educational Technician III authorization from the State of Maine

A valid Maine driver’s license

**Required Application Process**

All those interested in applying should submit:

* Application form (“Instructional Staff,” available for download at www.thorntonacademy.org/careers)
* Letter of interest
* Evidence of current Ed Tech II certification with current CHRC
* Transcript of any college coursework
* List of three references with contact information

Materials may be submitted electronically (preferred) to [susan.tarver@thorntonacademy.org](mailto:susan.tarver@thorntonacademy.org); please put “Applicant: Ed Tech III” in the subject line.

**Please note:** Materials must be submitted directly to Thornton Academy as directed above.

If necessary, application materials may be mailed to the attention of Susan Tarver, Thornton Academy, 438 Main Street, Saco ME 04072

**Note:** Ed tech positions are often open at both the middle school (grades 6-8) and upper school (grades 9-12) levels; a single application will qualify a candidate for consideration for all open positions.

*The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.*