

Job Title: Educational Technician III
Terms: Region 10 Teachers Association Contract
Salary: Commensurable with Experience and Education
Reports to: Assistant Director
Evaluation: Evaluated annually by the Assistant Director of Region 10 Technical High School

QUALIFICATIONS

1. Eligible for MDOE Certification
2. Must hold or be able to obtain CHRC Certification

JOB ROLE:

- Review and reinforce learning introduced by the program instructor
- Assist in the preparation of instructional materials
- Provide program management functions
- Introduce new learning planned in collaboration with the program instructor

PERFORMANCE AREAS:

- Meet daily with program instructor to receive instruction and direction
- Provide instruction and classroom management activities with indirect professional supervision
- Supervise small groups of students in community-based programs with professional supervision
- Actively assist instructors and students
- Attend staff meetings, professional development, and other trainings
- Perform other assigned duties as needed.

LEGAL and ETHICAL DUTIES:

- Maintains confidentiality in compliance with Families Education Rights and Privacy Act (FERPA)
- Follows established health and safety procedures
- Arrives punctually, notifying appropriate personnel about absences and coverage
- Demonstrates loyalty, dependability, integrity and other ethical standards

ESSENTIAL JOB FUNCTIONS:

- Reads with comprehension; writes effectively; and calculates accurately
- Communicates effectively both orally and in written form
- Concentrates on completion of job details when there are distractions
- Follows and understands policies, procedure and related job information

NOTE

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified, and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Region 10 Technical High School does not discriminate on the basis of race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities.

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03/2024