

<p align="center"><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 07/01/91</b></p>	<p align="center"><b>EDUCATIONAL TECHNICIAN III</b></p> <p><b>Revised: 10/14/04; 5/21/12; 7/18/12; 07/01/13; 9/19/14; 04/07/2015</b></p>
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**Title:** Educational Technician III

**Category:** PTO

**Code:** 390, 392 (TPP), 371 (Fill-In)

**Experience and Education Required:** Bachelor's degree preferred. At least three years of post-secondary education or a combined equivalent of 90 hours of approved study in an education-related field OR, for vocational education, three years of paid, applied employment within the field of assignment. Must apply and be approved for Maine State authorization as an Educational Technician III or be a Maine certificate holder in good standing for certified teacher, educational specialist, or administrator. Must obtain BHP certification in accordance with current regulations, and must maintain required licensing and certification throughout the duration of employment with Spurwink in this role. It is required that she / he will participate in ongoing designated in-service training programs, which may be instructor-led or through an online platform. Basic computer / word processing skills are required.

**Minimum Physical Requirements:** Must be able to go up and down stairs, bend and lift, and perform physical restraints.

**Position Summary:** This is a full-time position supporting Spurwink's school-based classroom settings. The Educational Technician III is tasked with delivering the approved educational curriculum which includes instruction and supervision of students, facilitation of classroom activities, assistance with individual and group activities including special therapy sessions, and non-instructional work within the school and community. The position is designed to enhance the team structure that Spurwink values in its schools; the Educational Technician III works closely with other Educational Technician IIIs as well as classroom Teachers, Administrative Support Professionals, and other providers. It is essential that a successful candidate in the Educational Technician III position demonstrate reliability and flexibility.

**Performance Standards:** Specific duties will be assigned by the teacher with whom the Educational Technician III teaches. Duties and responsibilities will include:

- 1\* Provide classroom/behavior management (including life space interviewing, prescribed mental health interventions, and physical restraint).
- 2\* Demonstrate safe behavior and works to assure the safety of clients and peers.
- 3\* Recognize and comply with the recommendations put forth by the clients' Individual Service, Educational, Medical and Safety Plans.
- 4\* Support and contribute to an educational setting that is individualized for each client's developmental, social and emotional needs.
- 5\* Demonstrate an understanding of how to communicate with clients according to the guidelines provided by the agency's adopted models of treatment.
- 6\* Prepare and implement curriculum developed by the classroom teacher. Conduct one-on-one or small group instruction with indirect teacher supervision.

- 7\* Assist in tasks required to manage the classroom environment and promote student learning.
- 8\* Provide supervision to small groups of clients off-site in community-based educational or vocational programming developed by the classroom teacher or treatment team.
- 9\* Model social skills and engage in co-regulating activities, including participating in classroom lessons, specialized instruction, and therapy sessions.
- 10\* Complete daily required documentation for data collection and tracking, milieu logs, and BHP paperwork.
- 11\* Encourage and exhibit problem-solving collaboratively within the clinical / educational team and amongst residential staff – show an effort to provide structure and consistency with our clients and professional interactions with other providers within and outside Spurwink.
- 12\* Maintain, through communication and documentation, positive and collaborative relationships and continuity with other care providers.
- 13\* Consistently engage in regular classroom and BHP supervision, implement supervisory recommendations and directives, seek supervision as needed, and be receptive to feedback.
- 14\* Administer medications according to policies and procedures.
- 15\* Report to work on time and, if unable to report to work or if there is a need to arrive late or leave early, follow Spurwink's approval / call-out procedures.
- 16 Embrace change and actively participates in efforts aimed to improve the quality of services, operations or outputs, including protecting or advocating for the rights of clients.
- 17 Other responsibilities as deemed necessary by the supervisor.

*\* Denotes an Essential Function*

### **Position Variations:**

In addition to the above performance standards, **Lead Educational Technician IIIs** are expected to:

- 1.\* Lead other Educational Technician IIIs in the classroom.
- 2.\* Responsible for overall classroom management.

*\* Denotes an Essential Function (Also, please note that this position only exists in classrooms in lieu of an assigned and present Teacher)*

**Immediate Supervisor:** All assigned instructional duties will be supervised by the classroom teacher. The Educational Technician III will meet with a certified teacher on a regular basis for ongoing supervision.

**Immediate Subordinates:** None.

**Schedule of Employment:** Non-Exempt.

**Other:** As an employee of Spurwink, he/she is expected to adhere to the policies and procedures of Spurwink. He/she must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. The Educational Technician III may be asked at times to work in classrooms or with students

other than the one(s) to which they are primarily assigned, and other duties as deemed necessary by the supervisor. The Educational Technician III must maintain a current Maine driver's license and a clean driving record in accordance with Spurwink's driving policy, and may be required at times to transport clients.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

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Employee Name (Please Print)

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Employee Signature

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Date