



**Title: Education Technician I**

Reports to: Head of School, Director of Curriculum & Instruction

Classification: Exempt

Originated Date: 7/2013

Revised Date: 9/2013, 1/2019, **11/2021**

**Job Summary:**

At The Maine Academy of Natural Sciences, teachers engage in collaborative, project-based learning that puts the student at the center of the experience. The ideal Educational Technician I at MeANS is an aspiring educator who is passionate about working with young people both inside and outside of the classroom to support their educational development.

**Performance Responsibilities:**

Instructional:

- Works with individuals and small groups (2-6 students) to provide curriculum and instructional support.
- Supports students with accommodations, modifications, and monitors behavior plans.
- Conducts student observations and assists with classroom management.
- Works collaboratively with staff to lead experiential learning during our natural science intensives.
- Assists faculty with school electives and other outdoor activity responsibilities.

Clerical:

- Maintains records of student work completion, proficiency levels, and accommodations.
- Is familiar with individualized student needs and accommodations as defined by IEPs, 504s, and RTI plans.
- Assists faculty in creating and preparing materials using the copier, Google docs, and Google Classroom.
- Supports faculty with collecting and correcting student work as necessary.

Management:

- Meets with supervising teacher(s) on a regular basis.
- Alerts teachers to changes in student behavior or performance using a behavior plan.
- Monitors student use of equipment and materials inside and outside of the classroom.
- Assists with testing modifications and study hall support as needed.

Qualifications:

- High School Diploma or GED
- Experience working with young people
- Basic skills with using computers
- Ability to collaborate and work with other staff members

Salary/Benefits:

- Wage and benefit package as determined by the Board of Directors.