



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Education Technician** provides developmentally appropriate preschool education in accordance with the individual Education Plans (IEPs) of assigned children at the direction of the Lead Teacher. The Ed Tech will become an integral part of a classroom community and child's support team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Classroom and Child Support:

1. Perform instruction to assigned children in accordance with the Individual Education Plans (IEPs).
 - a. Ensure instruction is tailored to the individual and meets the child's IEP goals.
 - b. Ensure instruction and support is embedded within preschool day and routines.
 - c. Conduct one-on-one or small groups with indirect professional supervision.
 - d. Ensures all interactions are high quality and carried out in accordance with WCAP policies and procedures and the Head Start Program Performance Standards.
2. Assist in the preparation of classroom materials and classroom management functions and the direction of the Lead Teacher.
3. Meet with Lead Teacher for appropriate direction on a bi-weekly basis.

Record Keeping and Reporting:

1. Reports all suspected cases of child/adult abuse and neglect to the Department of Health & Human Services and Head Start administration as required by law and WCAP policy.
2. Establishes and maintains children's records to meet all required standards and regulations.
3. Complete daily data collection and service logs. Electronically submits service logs via CINC.

Support for Family Participation: Assists/Supports Lead Teacher as Follows:

1. Works collaboratively with the Head Start Family Advocate to support and encourage family engagement.

Leadership & Teamwork

1. Builds cooperative goals and relationships of mutual trust.
2. Works in collaboration with Agency staff to facilitate a team environment.
3. Demonstrates effective communication skills in building relationships with all employees and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to Agency policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties in classroom and building as necessary.
7. Shares monitoring of voice and email systems.
8. Follows Code of Conduct.

Safety and Wellness:

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

Position Title:

Ed Tech

Department:

Early Childhood Program

Reports To:

Lead Teacher

Supervises:

N/A

FLSA Status:

Non-Exempt

Salary Range:

RH1/L2

Last Revised/Approved:

December 2018

Professional Growth and Development:

1. Maintains qualifications for this position as required by Head Start and state child care licensing regulations.
2. Attends professional development opportunities presented by Head Start or other professional organizations as appropriate.
3. Attends all regularly scheduled Head Start meetings, trainings and events including, but not limited to, team meetings, and WCAP staff days.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 35 pounds, and occasionally lift and/or move up to 50 pounds. Must have the ability to arrange classroom equipment, lift and move furniture, sit in small chairs and on the floor for extended periods of time, and work at low tables. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a classroom setting. Stressful crisis situations. Must be able to withstand outside conditions to meet licensing requirements. This position is an hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or

organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval. Assigned work may require travel within the local or neighboring communities.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- Experience working with children, preferably with preschool-age children and preferably with children with disabilities.
- Proficient skills in Microsoft Word, Excel and Outlook.
- Strong communication skills.
- Strong organizational/time management skills.

Education Requirements:

You must meet one of the following education requirements:

- Ed Tech III Certification from Maine DOE (preferred).
- Ed Tech II Certification from Maine DOE.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date