



Now hiring

## Education technician

DEPARTMENT: Early Childhood Program

HOURS PER WEEK: Part Time – Seasonal

PAY RANGE: RH1/L2

LOCATION: RSU #3 Schools

HOURS: 30 per week

### POSITION DESCRIPTION

#### General Scope of Duties:

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.

#### 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:

The following education requirements are considered essential:

- Ed Tech III Certification from Maine DOE

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

A detailed job description is available on our website: [www.waldocap.org](http://www.waldocap.org). Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.