

Ed Tech News

From the Director of Instructional Support Jane E. Golding
January 2012

Reauthorization

- **What is the Ed Tech's Responsibility?**

Re-authorization is the individual Ed Tech's responsibility. Each Ed Tech must know his/her re-authorization date. Each Ed Tech is responsible to earn and maintain documentation of the required 45 hours of professional development time required or re-authorization every five (5) years.

When the Ed Tech's re-authorization is due the Ed Tech:

1. will have received the letter & application from the state notifying the Ed Tech that his/her reauthorization is due.
2. must have documentation on paper- i.e. certificates, university course transcripts, of 45 hours of professional development during the past 5 years.
3. must send to the Director of Instructional Support the letter & application from the state and your documentation of the 45 hours by January 15 of your renewal year.
4. must mail to the state department of education the application, letter of affirmation from the Director with the \$25.00 fee by the due date.

Note: IF the Ed Tech has not been continuously employed for the past 5 years the Ed Tech must also send \$24.00 for a background check.

Ed Tech's who are certified teachers must maintain the teaching certificate following teacher certification regulations and do not need to follow the Ed Tech re-authorization process. Ed Tech's who are certified teachers should contact the state department of certification directly or Mary Bruns for information on the requirements.

- **What is the Director of Instructional Support's Responsibility?**

The Director of Instructional Support will:

1. upon receipt of the letter, application and documentation of the 45 hours of professional development write a letter to the state affirming the Ed Tech has met his/her re-authorization responsibility.
2. return the letter/application and letter of affirmation from the Director to the Ed Tech for the Ed Tech to mail to the state department of education with the \$25.00 fee by the due date.

- **How might the Ed Tech earn the 45 hours if s/he does not take a university course?**

Suggestions:

- Attend Monday after-school professional meetings. Obtain documentation of your participation from your direct supervisor or the building administrator.

Prior Approval is required for these – all must take place outside of the paid work hours.

- Attend a conference.
- Attend a webinar / discuss with your supervisor how to integrate your learning into practice.
- Join a professional book club / talk.
- Take an online course.

All documentation of accrued professional development prior to January 1, 2012 will be accepted. From January 1, 2012 going forward professional time is to be accrued in outside of paid work time professional learning opportunities.

EDUCATIONAL TECHNICIAN	Permitted Responsibilities	Required Supervision
I	<p>(a) Review and reinforce learning previously introduced by the classroom teacher or appropriate content specialist, or assist in drill or practice activities;</p> <p>(b) Perform non-instructional, non-evaluative functions;</p> <p>(c) Assist in the preparation of instructional materials; and</p> <p>(d) Provide classroom management functions.</p>	<p>(a) Be assigned instructional duties that are directly supervised by the classroom teacher or appropriate content specialist in the classroom; or</p> <p>(b) Serve under general administrative supervision when performing non-instructional student-related duties.</p>
II	<p>(a) Perform all of the duties of an Educational Technician I; and</p> <p>(b) Introduce new learning preplanned in collaboration with the classroom teacher or appropriate content specialist.</p>	<p>(a) Meet with the classroom/program teacher or appropriate content specialist and receive direction on a regular basis, whenever possible on a daily basis;</p> <p>(b) Perform short-term instruction in small groups under the direct supervision of the teacher or appropriate content specialist in the classroom; or</p> <p>(c) Conduct one-on-one or small group instruction with indirect supervision.</p>
III	<p>(a) Perform all of the duties of an Educational Technician I or II;</p> <p>(b) Introduce new learning preplanned in consultation with the classroom teacher or appropriate content specialist; and</p> <p>(c) Supervise small groups of students in community-based programs.</p>	<p>(a) Meet with the classroom/program teacher or appropriate content area specialist and receive direction, whenever possible on a twice weekly basis; or</p> <p>(b) Perform short-term instruction in small classes or in community-based programs with indirect supervision.</p>

An Educational Technician I, II, or III may not work with more than five children at any one time.