

# San Diego Community College District

NANCE CLASS SPEC

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Job Code: N1240

Original Date: 08/2008

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

Title: Educational Technician

Unit: Non-Academic/Non-Classified Service

## **FUNCTION:**

Under the direction of an assigned supervisor, assist in planning, implementing, and monitoring individualized educational programs for students with special needs; tutor students as necessary.

## **REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:**

Knowledge of assessment techniques and individualized educational programs for students with special needs. Ability to assist in the assessment of students with special needs and planning objectives to meet goals of students, maintain records and prepare reports, work confidentially with discretion, communicate effectively both orally and in writing, and establish and maintain effective working relationships with others. Experience as a tutor in a community college environment.

## **TYPICAL DUTIES INCLUDE:**

- Assist in planning, implementing, and monitoring individualized educational programs for students with special needs.
- Assist with data collection and assessment of students with special needs and planning objectives to meet goals of students.
- Tutor students as necessary.
- Maintain records and prepare reports.