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NASSAU COUNTY

**Title : EDUCATIONAL LABORATORY
TECHNICIAN**

SCHOOL DISTRICTS

Code: 220080 MEA

CLASS SPECIFICATION

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Competitive

GENERAL STATEMENT OF DUTIES

Administers tests and lessons, and observes and evaluates students' performance; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position is subprofessional and requires the use of independent judgment within the prescribed limits of test and sample lesson administration.

TYPICAL DUTIES

1. Reviews test or sample lesson for completeness and logical sequence and discusses problems with preparer.
2. Administers tests and lessons to students and observes their performance.
3. Prepares narrative and statistical evaluations and tabular reports.
4. Assists with the preparation of visual lesson aids by labeling, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Some knowledge of the principles and practices of lesson and test construction.
2. Ability to administer tests.
3. Ability to observe and evaluate student performance.
4. Ability to establish and maintain effective working relationships with associates and teaching staff.
5. Ability to keep records and make reports.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of 60 credits at a regionally accredited or New York State registered college or university including or supplemented by course work in education.

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