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CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## **NOTICE OF VACANCY**

DATE

### **POSITION:**

BEHAVIOR TECHNICIAN (10-MONTH)

### **LOCATION:**

Department of Special Education

### **POSITION SUMMARY:**

The behavior technician, working under the direction of the teacher and behavior specialist, will work with students to facilitate and support individual implementation of behavior intervention plans (BIPs). The behavior technician may also serve as a first responder to crisis situations at designated schools with students with various disabilities. Supports staff regarding behavior resources, strategies, and instruction.

### **REPORTS TO:**

Director of Special Education and/or Supervisor of Special Education

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High school diploma or general education development (GED) certificate or equivalency; associate degree preferred
2. Completion of classroom behavior management course (through College of Southern Maryland) or completion of Registered Behavior Technician (RBT) course
3. Experience working with students with severe disabilities especially those with externalizing behaviors
4. Current certification or be willing to complete Nonviolent Crisis Intervention Training (CPI) and Life Space Crisis Intervention (LSCI) and/or any other designated trainings
5. Valid driver's license, motor vehicle insurance, and a reliable means of transportation

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Ability to maintain confidentiality
2. Ability to communicate clearly and concisely in both written and oral form
3. Ability to carry out assignments to completion with direction and independently
4. Ability to communicate issues affecting students' progress with the behavior facilitator
5. Ability to follow the directions of the teacher and behavior specialist which may include supporting behavior strategies presented to the school staff
6. Ability to assume a leadership role in crisis situations
7. Knowledge and understanding of positive behavior support and interventions
8. Basic knowledge of computers, including knowledge of Boardmaker, Microsoft Suite and willingness to learn
9. Ability to learn the operation of office machines and audio-visual devices
10. Knowledge of basic assistive technology communication systems
11. Knowledge of regulations regarding seclusion, exclusion, and restraint
12. Demonstrated success in accomplishing tasks akin to the responsibilities listed below
13. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Provide instructional and behavioral support and assistance to classroom teachers and instructional assistants, the behavior specialist, and psychologist who are implementing the behavior intervention plans for students
2. Support and assist teachers, and behavior specialist, in preparing instructional and behavioral support materials for students
3. Employ strategies to deescalate a student in crisis
4. May serve as a lead member on the school's crisis team during a crisis
5. Respond to students in crisis, take the lead on managing the student during the crisis, and remain with the student throughout the crisis event
6. Assist with reintegrating the student back into the classroom following a crisis
7. Debrief with behavior specialist, classroom teacher, psychologist/social worker and/or administration following a crisis event
8. Compile data and prepare visual displays/graphs of student progress
9. Reflect on observed behavior of students and provide ideas and strategies
10. Provide data collection and clerical support to assist in recording and monitoring student progress and supporting behavior intervention plans
11. Assist with demonstrating behavior interventions/strategies for the school-based team
12. Attend monthly school-based team/staff meetings as needed
13. Provide support for students transitioning between teachers or to another school
14. Provide class coverage in the absence of classroom teacher as necessary
15. Provide support to transportation staff in the implementation of behavior plans while students are being transported
16. Come to work promptly every day
17. Work flexible hours as necessary
18. Work under stress and meet all deadlines
19. Travel from school to school as necessary

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by Director and/or Supervisor of Special Education.

**PHYSICAL DEMANDS:**

Position requires significant periods of standing and walking and is performed in a typical school environment. Work may require physical as well as psychological confrontations with aggressive students. The behavior technician may be required to lift or assist with lifting students at various times during the instructional day and may require restraining students in CPI holds.

**UNUSUAL DEMANDS:**

Requires the implementation of CPI physical restraint

**TERMS OF EMPLOYMENT:**

Ten (10) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees (Scale 18). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers,

and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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