

REGISTERED BEHAVIOR TECHNICIAN

DEFINITION

Under general supervision, provides specific and intensive support to special education students with comprehensive positive behavioral intervention plans utilizing effective behavior management and intervention strategies; collaborates with district and site staff and with staff, works one on one with students to address behavioral needs and/or short term critical situations; delivers instruction and collects data; participates as a member of the educational team and participates in the Individualized Education Plans (IEPs) as appropriate; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for performing technical duties in support of special education. Positions at this level exercise judgment and initiative in their assigned tasks, receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors students with individualized programs in behavioral areas and uses behavior modification principles to reinforce performance and teach replacement behaviors.
- Tracks behaviors of students to determine effectiveness of behavior intervention; collects data for the development and implementation of behavior intervention plans and implements various positive reinforcement interventions.
- Implements behavior analytic principles to increase skill acquisition (e.g., discrete trial, discrimination training, shaping procedures, prompt, and prompt fading procedures); serves as a role model and models appropriate behavior; encourages and supports children.
- Communicates with children, parents, and others to resolve issues and answer questions; converses with and establishes rapport with students.
- Monitors student to determine need for assistance with assignments or lessons; assists students with worksheets, assignments, and projects as required.
- Assists students with the development of increased independence and the transition into mainstream educational settings.
- Implements continuous, discontinuous, and permanent product data recording procedures; records student information, including entering data in data collection system(s), and updating behavior

graphs.

- Participates in conferences and planning sessions with the teacher; participates in bi-weekly Board-Certified Behavior Analyst supervision and training meetings; attends required in-service training sessions or workshops, including Safety-Care training.
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, and filing instructional materials.
- Provides medical assistance and health care to special education students as required; administers first aid and CPR according to established procedures.
- Makes home or community visits with students as necessary.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in behavioral health; and
- Two (2) years of progressively responsible experience working with special education students.

Licenses and Certifications:

- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.
- Possession of, or successful acquisition within six (6) months, a passing score on the Registered Behavior Technician (RBT) exam.
- Possession of, or successful acquisition within six (6) months, a valid Safety-Care Certification, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months, a valid First Aid/CPR Certification, to be maintained throughout employment.

Knowledge of:

- Principles and practices of Applied Behavior Analysis (ABA).
- Developmental stages, needs, and characteristics of school-aged children, particularly related to special learning needs.
- Behavior management strategies and techniques.
- Observational skills, data collection techniques, and record keeping.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

- County and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Implement positive behavioral intervention plans.
- Model appropriate behavioral techniques.
- Recognize individual student learning needs and adapt to facilitate learning.
- Observe and record extensive data and perform a variety of related clerical tasks.
- Organize, maintain, and update student records and files.
- Handle medical emergencies and injuries in a calm and effective manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office or classroom environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees are required to operate a vehicle to perform assigned work.