



Registered Behavior Technician (RBT)

Purpose Statement

The job of the Registered Behavior Technician (RBT) is performed for the purpose of supporting the Applied Behavior Analyst by collecting data, assisting with training, and implementing behavioral interventions. The RBT is responsible for executing duties as directed by the Applied Behavior Analyst.

Supervisory Relationship

Reports to: Applied Behavior Analyst and/or Assistant Director of Special Education

Essential Functions

- **Behavioral Interventions:** Provide direct behavioral interventions to teach communication, social, and daily living skills while reducing problematic behaviors in various environments.
- **Direct Client Care:** Deliver direct client care in 1:1 and group settings using a combination of intensive teaching and natural environment training.
- **Follow Protocols:** Implement behavioral skill acquisition and behavior reduction protocols as prescribed. Record data for prescribed protocols.
- **Data Collection:** Collect, record, and summarize data on student behavior using various recording methods (e.g., A-B-C, frequency, duration, latency, interval-based).
- **Communicate Progress:** Communicate effectively with parents and caregivers regarding student progress as instructed by the Board Certified Behavior Analyst (BCBA).
- **Ensure Safety:** Utilize safe and appropriate district procedures when working with clients.
- **Maintain Confidentiality:** Adhere to confidentiality protocols and FERPA laws.
- **Support Assessments:** Assist the BCBA with skill acquisition and behavior reduction assessments and in preparing client materials.
- **Maintain Work Environment:** Ensure a clean, safe, and organized work environment.
- **Professional Development:** Maintain and acquire technical knowledge by attending required training.
- **Therapeutic Relationship:** Establish and maintain a therapeutic relationship by pairing oneself as a reinforcing entity and building the value of social interaction for the client.
- **Promote Appropriate Behaviors:** Prompt safe and socially acceptable replacement behaviors and fade prompts to promote successful and independent responding.
- **Educate Stakeholders:** Educate all those involved in ABA-based interventions.
- **Implement Crisis Procedures:** Implement crisis/emergency procedures according to protocol.
- **Maintain Professional Appearance:** Ensure professional appearance in terms of clothing, grooming, and presentation.
- **Adhere to Policies:** Follow organizational policies and procedures and abide by the code of ethics as indicated by the Behavior Analyst Certification Board (BACB).
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Ability to accept constructive feedback and develop knowledge and skills accordingly.
- Effective time management skills and the ability to manage multiple tasks.
- Excellent written and verbal communication skills.
- Ability to develop and maintain professional relationships with clients, co-workers, supervisors, and community members.
- Proficiency in using standard office equipment and pertinent software applications.
- Ability to prepare and maintain accurate records.

Knowledge

- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read technical information, compose documents, and facilitate group discussions.
- Knowledge of instructional procedures, safety practices, conflict resolution, and child development/behavior.

Abilities

- Schedule activities and gather, collate, and classify data.
- Work with others in a variety of circumstances.
- Analyze data and create action plans.
- Maintain confidentiality and work as part of a team.
- Adapt to changing work priorities and meet deadlines.
- Handle crisis intervention and work with constant interruptions.

Responsibility

Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate others. Utilize resources from other work units as required to perform job functions. Have some impact on the organization's services.

Work Environment

Physical demands include lifting up to 50 pounds, carrying clients with adaptive equipment, assuming and maintaining various postures (kneeling, squatting, crawling, sitting, standing) for extended periods, and performing manual dexterity tasks for data collection. Requires the ability to restrain/hold/transport and use quick body movements as indicated in the Behavior Intervention Plan. Must be physically present at the assigned job location, which may include home, school, and community placements. Visual and auditory acuity is required to read and comprehend written communication and receive detailed information. Reliable transportation and willingness to travel between job sites are necessary.

Experience

Special education background with 3-5 years of experience preferred.

Human services-related experience working with individuals with disabilities preferred.

Education

High school diploma or equivalent.

Certificates and Licenses

Valid ND Driver's License is required.

Must complete training requirements to become certified as a Registered Behavior Technician under a Board Certified Behavior Analyst.

Continuing Education/Training

Maintain Certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

SM

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.