Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Registered Behavioral Technician**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified - Instructional Support**	Pay Range:	**PT20H**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**41635**

SUMMARY: Responsible for providing skills instruction and behavior reduction protocols based upon the principles of Applied Behavior Analysis to children with autism, serious emotional disabilities and other developmental disabilities in the school setting, under the direction of a BCBA (Board Certified Behavior Analyst). The Registered Behavioral Technician (RBT) will collect data on programs, assist with staff trainings, and assist with assessments as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide direct student instruction, and assist staff with implementation, in one-on-one and group settings utilizing a combination of intensive teaching and natural environment teaching arrangements. Follow prescribed behavior skills acquisition and behavior change protocols. Assist with preparing materials as necessary.
2. Collect, record and summarize data on observable student behavior. Assist with skill acquisition and behavioral assessments. Collect data on all programming.
3. Document interventions, progress data, session notes.
4. Assist with staff training of student's individualized treatment and behavior change protocols, through direct teaching, modeling and fidelity checks.
5. Immediately report to BCBA any student incidents/variances or complaints.
6. Communicate with staff regarding student progress as instructed by the BCBA. Collaborate with school teams and attend IEP meetings as necessary.
7. Participate in in-service programs and present in-service programs as assigned.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High School diploma or GED equivalent required; Associates or Bachelor's degree in Psychology, Education, Special Education or related field preferred
- Two years' experience in a school setting, working with students with behavior challenges (including students with Autism, SED and other developmental disabilities)
- If assigned to a Title I school, at least one of the following criteria is required
  - completion of at least two years of higher education
  - an associate's (or higher) degree

- successful completion of the WorkKeys assessment demonstrating instructional competency within one year of hire

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Registered Behavioral Technician (RBT) certification, including annual renewal and registration, or desire to work toward receiving RBT certification
- CPR and CPI certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Critical thinking, problem-solving ad decision making skills
- Time management skills
- Commitment to ongoing training and development as it relates to clinical skills, professional development, ethics, and technology, and training in order to perform job responsibilities to required standards
- Ability to maintain confidentiality and adhere to HIPPA laws
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to accept constructive feedback and develop knowledge and skill sets accordingly
- Ability to develop and maintain professional relationships with students, co-workers, supervisors, and community members
- Ability to abide by code of ethics as indicated by the Behavior Analyst Certification Board
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:		
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on recess

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	