POSITION DESCRIPTION

**TITLE:** Registered Behavior Technician  
**LOCATION:** Elementary/Secondary  
**REPORTS TO:** Director of Special Services or Designee  
**DEPARTMENT:** Elementary/Secondary Education

**SUMMARY STATEMENT:**  
Under the general supervision of the Director of Special Services, the Registered Behavior Technician works under the direction of a Board Certified Behavior Analyst (BCBA) or the coordination of the Board Certified Assistant Behavior Analyst (BCaBA). The RBT is responsible for the direct implementation of skills-acquisition and implementation of behavior intervention plans developed by the IEP team, BCBA, or BCaBA. The RBT works under the supervision of the BCBA, but in collaboration with the classroom teacher. The RBT may also collect data and conduct assessments.

**ESSENTIAL FUNCTIONS:**
1. Perform tasks assigned by the BCBA/BCaBA  
2. Assist teacher with implementation of classroom instruction and working with children during instructional activities.  
3. Implement, assess, and evaluate implementation of student intervention plans and programs.  
4. Exhibit the ability to develop relationships and communicate effectively with a diverse community and student population.  
5. Engage in ongoing supervision for a minimum of 5% of hours spent engaging in student skills acquisition activities and behavior change strategies per month.  
6. Communicate with staff, students, parents, and community about factors impacting student performance in a manner consistent with administrative direction as well as district policies and procedures.  
7. Monthly supervision must include at least two face-face synchronous contacts per month during which the supervisor observes the RBT engaging in skill acquisition or behavioral change activities.  
   - Summarize and report all behavior data for building administrator in a timely, accurate, and efficient manner.  
   - Assessment of preference and behavior.  
9. Implement positive behavioral intervention systems.  
10. Focus on student skill acquisition.  
   - Implement evidence based intervention practices.  
12. Monitor children's behavior inside and outside of the classroom  
13. Enter and update student information in applicable computer programs.  
14. Perform routine mathematical calculations.  
15. Read and interpret routine information from schedules, memos, and/or other written documentation.  
16. Prepare simple memos, letters, and/or other related written correspondence.  
17. Problem-solve with students on an ongoing basis.  
18. Provide support to the classroom as directed by administration as needed.  
19. Provide clear, consistent, and appropriate expectations for student behavior.  
20. Attend various training sessions needed in order to maintain an up-to-date understanding of behavioral intervention and other related meetings.  
21. Demonstrate ethical professional conduct and scope of practice.

**OTHER RESPONSIBILITIES:**
1. Perform other related duties as assigned.

**PHYSICAL DEMANDS REQUIRED:**

- **Vision (66-100%)**
- **Standing (33-66%)**
- **Writing (Up to 33%)**
- **Acceptable Attendance**
- **Lifting (33-66%) Up to 50 lbs. individually**
- More than 50 lbs. with assistance  
- **Speaking (66-100%)**
- **Sitting (33-66%)**
- **Bending (33-66%)**
- **Reaching (33-66%)**
- **At risk for exposure to Bloodborne Pathogens and other potentially infectious materials.**
- **Hearing (66-100%)**
- **Walking (33-66%)**
- **Stooping (33-66%)**
- **Squatting (33-66%)**
- **Driving (66-100%)**
MENTAL DEMANDS REQUIRED:
Reading documents (66-100%)  Constant Interruptions (66-100%)  Verbal Communication (66-100%)
Confidentiality (66-100%)  Written Communication (Up to 33%)  Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, copy machines, telephone, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. AA or BA in Education, Psychology, or ability to demonstrate five (5) years of experience working with students with behavior or mental health issues preferred.
2. Hold or be in the process of obtaining RBT credentials.
3. Demonstrated ability to problem-solve effectively with students with behavioral and mental health issues.
4. Training and/or experience in Nonviolent Crisis Intervention techniques.
5. Training and/or experience in implementation of positive behavior supports.
6. Training and/or experience in Collaborative Problem Solving preferred.
7. Training in functional behavior analysis.
8. Must possess basic typing/keyboarding and math skills.
9. Demonstrated ability to communicate, monitor, supervise, and manage difficult students and help them succeed.
10. Demonstrated ability to communicate effectively with staff and families.
11. Must possess personal characteristics of flexibility, initiative, and cooperativeness.
12. Must possess physical capability and ability to respond to aggressive student behavior.
13. Demonstrated ability to maintain confidentiality of sensitive information.
14. Demonstrated ability to work under conditions of constant interruptions and perform under pressure.
15. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
16. Ability to interpret and apply applicable laws, rules, and regulations related to special education.

LICENSING REQUIREMENTS:
Licensing requirements to complete RBT credentials, the applicant must:
- Be at least 18 years of age;
- Complete a 40-hour training program (under a Board Certified Behavior Analyst certificant) based on the RBT Task List, completed within 90 days of employment;
- Pass the RBT Competency Assessment administered by a BCBA certificant;
- Maintain RBT credential.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________  Date: ________________

District: ___________________________  Date: ________________

New
Revised Date: 06/15/2016
Classification: Professional Technicians (PSE)
Class: Class III
Display on Web? Yes

Registered Behavior Technician