



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Registered Behavioral Technician**
Job Family: **Instructional Support**
Prepared/Revised Date: **May 15, 2018**

FLSA Status: **Non-Exempt**
Pay Range: **PT27H**
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
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.	D	70%
2. Collect, record and summarize data on observable student behavior. Assist with skill acquisition and behavioral assessments. Collect data on all programming.	D	10%
3. Document interventions, progress data, session notes	D	5%
4. Assist with staff training of student's individualized treatment and behavior change protocols, through direct teaching, modeling and fidelity checks.	D	3%
5. Immediately report to BCBA any student incidents/variances or complaints.	D	1%
6. Attend work and arrive in a timely manner.	D	1%
7. Communicate with staff regarding student progress as instructed by the BCBA. Collaborate with school teams and attend IEP meetings as necessary.	W	5%
8. Participate in in-service programs and present in-service programs as assigned.	Q	2%
9. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%

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)

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 and 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 maintain honesty and integrity in all aspects of the job
- 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 and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, 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 typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

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

- Responsible for supervising the behavior and well-being of students in the classroom

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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 feel			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.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

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