

## **Job Description**

### **Bismarck Public Schools**

#### **Registered Behavioral Technician**

##### **Purpose Statement**

The Registered Behavioral Technician (RBT) will collect data on programs, assist with training, and assist the Applied Behavior Analyst. The RBT will be responsible for implementing the duties as directed by the Applied Behavior Analyst.

This job reports to the Registered Behavioral Technician and/or Assistant Director of Special Education.

##### **Essential Functions**

- The RBT provides direct behavioral interventions to teach communication, social, and daily living skills while reducing problematic behaviors in a variety of environments.
- Provide direct client care in 1:1 and group settings utilizing a combination of intensive teaching and natural environment training arrangements.
- Follow the prescribed behavioral skill acquisition and behavior reduction protocols.
- Follow and record data for prescribed protocols.
- Collect, record, and summarize data on student's behavior such as A-B-C, count, frequency, duration, latency, inter-response time, event, and interval-based recording.
- Effectively communicate with parents and caregivers regarding student progress as instructed by the Board Certified Behavior Analyst.
- Utilize safe & appropriate District procedures when working with clients.
- Maintain student confidentiality.
- Assist BCBA with skill acquisition and behavior reduction assessments.
- Assist BCBA in preparing client materials as instructed.
- Maintain a clean, safe, and organized work environment.
- Maintain and acquire technical knowledge by attending the required training.
- Establishes and maintains a therapeutic relationship by pairing self as reinforcing entity and building the value for the client of social interaction.
- Prompts safe and socially acceptable replacement behaviors.
- Fades and prompts appropriately to promote both successful and independent responding.
- Educates all those involved in the ABA-based interventions.

##### **KNOWLEDGE/SKILLS/ABILITIES:**

- Ability to accept constructive feedback and develop knowledge and skillsets accordingly.
- Effective time management skills and the ability to manage multiple tasks at one time.
- Excellent written and verbal communication skills.
- Ability to develop and maintain professional relationships with clients, co-workers, supervisors, and community members.
- Ability to adhere to organizational policies and procedures and abide by the code of ethics as indicated by the Behavior Analyst Certification Board.
- Commitment to maintain client confidentiality and adhere to FERPA laws.
- Commitment to ongoing training and development as it relates to clinical skills, professional development, ethics, and technology, and training to perform job responsibilities to the required standard.
- Ability to interpret and implement clinical protocols and written.
- Implement crisis/emergency procedures according to protocol.
- Must maintain a professional appearance about clothing, grooming, hair, and make-up.

**BASIC & PHYSICAL REQUIREMENTS:**

- Must be able to lift to 50 pounds.
- Must be able to lift and carry clients with adaptive equipment.
- Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods.
- Must be willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan in the course of working with children with challenging behavior.
- Must have the manual dexterity to perform specific computer and electronic device functions for data collection.
- Must be physically present at the assigned job location, which may include home, school, and community placements.
- Must be able to receive detailed information through oral communication.
- Must have visual acuity to read and comprehend written communication through a computer, electronic devices, and paper means.
- Must have reliable transportation and be willing and able to travel between different job sites.
- Must have a valid ND Driver's License.
- Must complete training requirements to become certified as a Registered Behavior Technician under a Board Certified Behavior Analysis.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**  
**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; and vocational standards.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining

confidentiality; meeting deadlines and schedules; working with detailed information/data; and working in multiple locations (by assignment).

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Special education background: 3-5 years of experience preferred. Human Services related experience working with individuals with disabilities preferred.

**Education:** High school diploma or equivalent.

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Non-Exempt

**Salary Grade:** SM on the Support Staff salary schedule