

Aide-Registered Behavior Technician

ESSENTIAL FUNCTIONS OF THE JOB:

Adhere to all federal, state, and district laws and policies.

Collect data and maintain documentation for behavioral and instructional programs.

Assist staff with implementing individual plans for students.

Work with individual students or small groups of students according to programming outlined and supervised by a BCBA and the IEP in the school or home setting. Help student's master equipment or instructional materials assigned by the teacher.

Operate and care for classroom and office equipment including electronics.

Maintain a high level of ethical behavior and confidentiality of information about students (including maintaining RBT Credentials and fulfilling supervision requirements).

Prepare a variety of materials such as letters, student records, reports and memos. Demonstrate the ability to remain and respond calmly and objectively to a variety of situations.

Provide a variety of behavior management techniques in a crisis situation before resorting to passive restraint.

Exhibit the physical attributes and maintain to passively restrain both male and female students over an extended period of time.

Assist with maintaining a structured learning environment through appropriate organization of time, space arrangements, material organization.

Implement behavioral and instructional programming according to IEPs, programming plans, and Behavior Intervention/Support plans prepared by a BCBA.

Follow lesson plans developed for instructional, social academic and emotional skills and objectives.

Assist with modifying curriculum materials.

Assist the teacher, other staff members or administration in working with students.

Provide input into planning and scheduling.

Participate in staff development training for the purpose of enhancing skills.

Assist in keeping accurate and efficient records.

Be cognizant of special education characteristics.

Provide a positive role model for students.

Self-evaluate personal and job related characteristics on a regular basis and take corrective action if needed. File records in prescribed manner.

Keep prompt hours and maintain assigned schedule.

Assist with emergency management.

Assist with evacuation procedures.

Implement IEP services as directed

Communicate effectively and professionally with teachers, administration, other staff members and students.

Maintain complete and accurate records.

Attend first aid classes as required to maintain certification.

Maintain and/or upgrade skills.

Maintain positive work habits.

Perform duties efficiently and productively.

Perform other duties as assigned by the Principal, Immediate Supervisor, Assistant Superintendent or Superintendent.