



JOB TITLE: Behavior Technician (part-time)

STATUS: Non-Exempt

SUPERVISED & EVALUATED BY: Clinical Director and Supervising BCBA

ESSENTIAL DUTIES & RESPONSIBILITIES: A Behavior Technician must be able to consistently and successfully perform all essential functions of the position.

1. Perform practices consistent with Crossroads Center for Children’s instructional philosophy.
2. Under the Supervision of the BCBA assist with data collection for Functional Behavioral Assessments/Analysis of Behavior and implement behavior plan(s).
3. Participate in data collection and charting systems.
4. Participate in relevant meetings.
5. Under the direction of the BCBA, implement programs aimed at assuring the mandates of each child’s treatment plan are followed.
6. Maintain the safety and well-being of all children in care.
7. Participate in research related activities.
8. Maintain a positive and professional demeanor at all times.
9. Assure that professional responsibilities are fulfilled
10. Maintain therapy scheduling records
11. Maintain communication with all stakeholders
12. The Behavior Technician must agree to the requirements of the role related to calendar year, hours, etc.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of position skill and/or ability required.

- EDUCATION and/or EXPERIENCE – Either 12 semester hours of college coursework in psychology, education, social work, behavioral science, human development or related fields, and be currently enrolled in a course of study leading to an associate’s or bachelor’s degree in an accredited college or university –**or-** 48 semester hours of college courses in an accredited college or university in a related field, -**or-** high school diploma or GED and have completed 500 hours of employment providing behavior technician services as verified by a BCBA or other qualified autism service provider –**or-** hold a registered behavior technician credential.
- CERTIFICATES, LICENSES, REGISTRATIONS, etc.: Registered Behavior Technician credential preferred.
- COMMUNICATION SKILLS: Command of the English language exhibiting the ability to verbally communicate, read and interpret general education periodicals/professional journals, technical procedures, or government regulations; write and comprehend routine instruction, short correspondence, reports, etc.

Ability to effectively present information in one-to-one and small group situations to parents, students, and other employees of the organization, etc.

- **OTHER SKILLS & ABILITIES:** Ability to define problems, collect data, establish facts, draw valid conclusions, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

- sit, stand, stoop, kneel, crouch and crawl
- have full usage of sensory abilities (vision, hearing, speech, tactile senses)
- perform bodily movements without restriction, with full use of all limbs

STANDARDS FOR ESSENTIAL DUTIES AND RESPONSIBILITIES (as listed on Job Description)

1. Perform practices consistent with Crossroads Center for Children’s instructional philosophy.
 - Consistently adhere to techniques derived from the principles of applied behavior analysis.
 - Only recommend and implement strategies that have been validated via empirical evaluation.
2. Under the Supervision of the BCBA assist with data collection for Functional Behavioral Assessments/Analysis of Behavior and implement behavior plan(s).
 - Utilize behavioral knowledge to address problem behaviors and implement a positive, functional behavior management system.
 - Discuss with BCBA when additional assessment is required.
 - Assist in the development of behavior intervention plans based on assessment data.
 - Actively participate in establishing and implementing individual behavior management plans for any client requiring individual attention in this area.
 - Monitoring data for behavior plans and communicate with BCBA when adjustments are necessary.
3. Participate in data collection and charting systems.
 - Assist BCBA in identifying, prioritizing and selecting documentation systems for target behaviors.
 - Collect data on target behaviors.
 - Assist in graphing this data and relaying the information to the BCBA.
 - Assist with the administration of standardized assessments as requested.
 - Secure appropriate forms and supplies.
 - Assemble program binders for children.
 - Collect daily data on individual client performance.

4. Participate in relevant meetings.
 - Attend staff meetings, analysis meetings, and consistency trainings as scheduled by the Executive Director, Director of Education, Clinical Director, and BCBA.
5. Under the direction of the BCBA, implement programs aimed at assuring the mandates of each child's treatment plan are followed.
 - Utilize listed adapted equipment and modifications.
 - Deliver/assist in the delivery of established lessons to address treatment plan objectives.
 - Immediately report any pertinent client/family and service information to the BCBA.
 - Follow any specialized instructions mandated by the treatment plan.
 - Assist in the socialization and integration of typically developing peers with diagnosed clients as outlined in the client's treatment plan.
 - Develop materials needed for implementation of treatment goals.
6. Maintain the safety and well-being of all children in care.
 - Always keep children within view and monitor them closely.
 - Perform toileting requirements as needed.
 - Clean and sanitize toys and equipment periodically.
7. Participate in research related activities.
 - Collaborate to develop research projects.
 - Collect data on research project topics.
8. Maintain a positive and professional demeanor at all times.
9. Assure that professional responsibilities are fulfilled.
 - Maintain all professional certificates and complete required courses if needed.
 - Serve as a mandated reporter.
 - Attend workshops, conferences other activities for professional development.
 - Maintain strict confidentiality for all clients and employees.
10. Maintain therapy scheduling records
 - Utilize software/reporting systems.
 - Follow procedures related to reporting hours/rendering services.
11. Maintain communication with all stakeholders
 - If a cancellation is necessary, immediately communicate this to the Supervising BCBA, family, and other therapists who work with the client. In the event of a cancellation, the Behavior Technician must attempt to reschedule the therapy session or find a substitute as soon as possible.
 - If there are known conflicts with scheduling the Behavior Technician must attempt to either reschedule the session or find a substitute for the session. All changes to the regular schedule must be communicated to the Supervising BCBA.

- Email and TEAMS must be checked daily, if not several times per day, as this is a major method of communication.

12. The Behavior Technician must agree to the requirements of the role related to calendar year, hours, etc.

- The Behavior Technician (part-time) position is a 52 week position and does not follow the school calendar.
- Working hours can occur between waking hours (for example, between 8:00AM and 8:00PM) depending on the needs and availability of the family.
- The Behavior Technician position will be paid hourly for time spent providing therapy or engaging in supervision activities.
- The Behavior Technician (part-time) will not be paid for travel time to and from assigned work sites. Mileage reimbursement is not included.

I understand that I am functioning as a member of a multi-disciplinary team in the implementation of an ABA plan. I understand that I am not allowed to engage in restricted practices which include, but are not limited to, the creation, modification, or termination of an ABA plan.

I have reviewed the above job description for which I have applied and feel I can fulfill the requirements of this position. I have stated any reasons which may limit my ability to perform the essential functions of this job.

Signature: _____

Date: _____