

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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<b>Title:</b>	<b>Registered Behavior Technician (RBT)</b>
<b>Reports To:</b>	<b>Director of Pupil Services</b>
<b>Employment Status:</b>	<b>Full Time</b>
<b>Days:</b>	<b>184</b>
<b>FLSA:</b>	<b>Exempt</b>

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### **QUALIFICATIONS**

- Minimum high-school degree or equivalent
- Must pass background check
- Valid driver's license required
- Minimum 6 months of ABA experience preferred
- RBT certification

### **GENERAL DESCRIPTION**

As a **Registered Behavior Technician (RBT)** you'll be 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 FUNCTIONS/SKILLS**

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.

- 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.
- Collect, record, and summarize data on observable student behavior. Assist with skill acquisition and behavioral assessments. Collect data on all programming.
- Document interventions, progress data, session notes.

- Assist with staff training of student's individualized treatment and behavior change protocols, through direct teaching, modeling, and fidelity checks.
- Immediately report to BCBA any student incidents/variances or complaints.
- Attend work and arrive in a timely manner.
- Communicate with staff regarding student progress as instructed by the BCBA. Collaborate with school teams and attend IEP meetings as necessary.
- Participate in in-service programs and present in-service programs as assigned.
- Perform other duties as assigned.

#### **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.

## **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration

## **WORKING CONDITIONS**

The physical demands described here 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.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

## **EVALUATION**

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Mid-Ohio Educational Service Center is an equal-opportunity employer committed to providing all employees with a work environment free of discrimination and harassment. We celebrate diversity and welcome applicants from every background and life experience.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.