

## **JOB DESCRIPTION**

**JOB TITLE:** Special Education - Registered Behavior Technician  
**DEPARTMENT:** Special Education  
**REPORTING STRUCTURE:** Director of Student Services and/or Principal  
**FTE:** 1.0 / 180 days  
**HOURS:** 15 minutes before and after school bell

### **Qualifications:**

Holds current Registered Behavior Technician Certification from the BCAB.

All applicants for this position are required to meet Illinois requirements for paraprofessionals, holding an ELS (PARA) license that is within good standing in the state of IL registered with the DuPage ROE.

### **Essential Duties and Responsibilities: (Other duties may be assigned.)**

1. Makes decisions and demonstrates leadership that supports the mission, vision, goals and interests of the district and of students. Communicates, collaborates, and cooperates with colleagues, supervisors, staff and teach applicants.
2. Work with classroom staff implementing plans for appropriate behavior and assists teachers in maintaining student discipline and classroom instruction.
3. Assists with the setup of the classroom and prepares materials for specialized instructional units. Coordinates the use of audio-visual equipment and computers for the classroom.
4. Keeps daily logs of student behavior and learning as directed by the classroom teacher. Implements de-escalation strategies and individualized student behavior intervention plans (token boards, choice boards, individualized schedules, etc.)
5. Assists with personal care tasks such as toileting, positioning, student hygiene and feeding as dictated by student needs. Escort children to and from various instructional areas, bathrooms or playground.
6. Prepares and/or assists with various curricula; such as physical education, as directed. Evaluates student performance under the supervision of the classroom teacher.
7. Work with students individually or in small groups to reinforce and follow up learning activity.
8. Serves as a source of information and help to any substitute teacher.
9. Participates in in-service training programs as assigned (CPI annually).
10. Advises the classroom teacher or principal immediately of the existence of any problems deemed to warrant prompt attention, advice or intervention.
11. Performs special assignments and other duties as determined by the classroom teacher or school.