Durham Public Schools  
Student Services Department

Job Description  
Registered Behavior Technician

**JOB TITLE:** Registered Behavior Technician

**REPORTS TO:** Student Services Coordinator

**SALARY:** Based on State and Local Salary Schedules

**STATUS:** Permanent, 100%, 10 months, Classified, Nonexempt

**SUMMARY:**
The Behavioral Support Assistants provide interventions and strategies to students that are experiencing chronic and acute behavioral/emotional needs in order to improve the students’ overall behavioral functioning and provide an alternative to suspension. The Behavioral Support Assistants also collaborate with school personnel regarding the implementation of various behavioral strategies and interventions. This position also requires the professional to be skilled in crises and rapidly developing behavioral needs of students. The professional will need to be competent in responding to schools, their staff, and students in a short-term, immediate manner that serves to support, sustain, and aid the school, their staff, and students until supports and structures that are more permanent can be put into place or are identified.

**RESPONSIBILITIES & DUTIES:**
1. Work collaboratively with the student and school team to improve the student’s overall behavioral functioning and provide an alternative to suspension.
2. Conduct student observations in order to identify triggers and assist Individualized Educational Plan (IEP)/school team with developing positive behavioral strategies and interventions.
3. Provide behavioral interventions to assigned student while assisting the teacher(s) with implementation of various strategies and interventions.
4. Maintain written documentation by recording information on a battery of forms designed to highlight positive and negative student behaviors.
5. Submit required documentation weekly to supervisor for record keeping, review and feedback.
6. Consult with Student Support Services Coordinator regarding service delivery to at-risk students.
7. Implement and model effective classroom management techniques for teacher(s), school staff, and school team.
8. Provide classroom management or other specialized behavioral management trainings to individual groups or school teams as directed by Student Support Services Coordinator.
9. Assist IEP/school team with developing behavioral contracts and/or plans with appropriate rewards and consequences.

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10. Facilitate trigger/exit meetings to provide the school team with information regarding student observations and suggested behavioral interventions and strategies.
11. Attend IEP/school team meetings to provide relevant information on how best to address the student’s behavioral needs.
13. Potentially serve as a lead interventionist if the use of CPI-approved physical interventions is required.
14. Maintain an open and frequent line of communication with the Administration and Student Support Teams about the student’s functioning, location, needs, and other related concerns.
15. Attend monthly staff meetings and participate in the professional development trainings provided to the Behavior Support Team.
16. Maintain CPI (Nonviolent Crisis Intervention)/NCI (North Carolina Intervention) certification as required.
17. Check email at least twice a day for department updates and other important notices.
18. Review the BSA weekly assignment and govern accordingly.
19. Maintain required documentation for Validation Visit (state audit) by DPI each year.
20. Participate in collaborative community meetings i.e., attend the Dept. of Juvenile Justice and Delinquency Prevention (DJJDP) Court Planning Review sessions in order to link at-risk students with school resources.
21. Attend professional development trainings as required.
22. Obtain and maintain Non-Violent Crisis Intervention (CPI) certification.
23. Perform other duties as deemed necessary by supervisor.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:
High school graduate. Bachelor’s Degree in a related field such as Early Childhood preferred. Must have a valid North Carolina driver’s license.

KNOWLEDGE, SKILLS, AND ABILITIES:
1. Communicates effectively both orally and in writing (grammar, spelling, etc.).
2. Knowledgeable about child development and positive behavioral supports and interventions.
3. Instructs and assists the school team in the development of positive behavioral strategies and interventions.
4. Skillset to de-escalate a crisis situation and assist school staff with providing an appropriate response to the student’s need.
5. Collaborative skills in order to work with families, school personnel, department administrators, and community partners to meet the needs of students.
6. Team player, in a team environment.
7. Performs at a high level with diverse groups of people.
8. Possesses strong organizational, problem-solving and conflict resolution skills.
10. Maintains a calm and professional demeanor in an environment with shifting priorities.
11. Works independently and efficiently, including the ability to research and gather information from varied sources.
12. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel and PowerPoint.

RESOURCE REQUIREMENTS:

- Laptop
- Desktop computer (may be docking station with laptop)
- e-mail address
- Outlook
- VPN
- Cellphone
- Pager
- Two-way radio
- iPad
- Office phone
- 10 digit telephone number
- 5 digit extension
- Printer
- Fax
- District vehicle
- Audio recording device
- Software (Microsoft Office, Adobe)
- AS400
- SharePoint
- Web site access
- Building access key/code (for necessary building access during non-traditional hours)

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

PHYSICAL REQUIREMENTS:
Must be able to exert a negligible amount of force to move objects, maneuver around small spaces, run and climb stairs. May be required to physically restrain or assist with the physical restraint of a student that is in imminent risk of harming him/herself or others. Note: Physical restraint of any student is only used as a last resort.

DISCLAIMER:
The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.