

**BEHAVIORAL TECHNICAL ASSISTANT (BTA)  
SPECIAL EDUCATION**

<b>SPA License Status:</b>	<i>Licensed/Contract</i>
<b>SPA Probation:</b>	<i>One Year</i>
<b>FLSA Status:</b>	<i>Exempt</i>
<b>Supervisor:</b>	<i>Special Education Administrator; Assistant Superintendent of Special Education; Executive Director of Special Education</i>
<b>Supervises:</b>	<i>None</i>
<b>Salary Schedule:</b>	<i>Certified Teacher Salary</i>
<b>Terms of Employment:</b>	<i>7.5 hours / 9 months</i>
<b>Job Goal:</b>	<i>To facilitate teaching practices to establish continuity of high quality education with specifically designed interventions that meet students' individual needs</i>

**Minimum Qualifications**

1. *Must possess Bachelor's Degree plus 15 or Master's Degree from a regionally accredited college or university.*
2. *Valid New Mexico Public Education Department (PED) PK – 12 Teaching License/endorsement in any area identified as a disability by NMPED, School Psychology, Social Work, Special Education Teacher (Level Two or Level Three), or Counseling.*
3. *Must possess five years of experience teaching or supporting special education students.*
4. *Board Certified Behavior Analyst (BCBA) preferred*
5. *Successful documented experience working with students with Autism Spectrum Disorder or related exceptionality.*
6. *Excellent computer skills in Microsoft Office (MS) software applications and database applications.*

**Job Duties**

1. *Meet regularly with Special Education Administrator to share information regarding special education programs.*
2. *Assist in identifying and providing special education staff with in-service training and workshops in areas of need as identified by the Administrator.*
3. *Provide consultation to teachers, administrators, and other appropriate personnel in order to facilitate the effective implementation of teaching methodologies.*
4. *Attend staff and IEP meetings regarding behavioral technical assistance student referrals or as requested by SEA/BTA Supervisor.*
5. *Assist in the implementation and revision of data collection for functional behavioral*

- assessment and assist case managers in writing behavioral intervention plans.*
- 6. Assist in presenting information/recommendations in setting up classrooms and implementing effective classroom management strategies*
  - 7. Serve on committees as designated by the SEA/BTA Supervisor*
  - 8. Work productively with colleagues, parents, and community members.*
  - 9. Maintain appropriate confidentiality and professional communication concerning students, staff, and parents.*
  - 10. Agree to fulfill performance responsibilities in locations assigned*
  - 11. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
  - 12. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
  - 13. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
  - 14. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
  - 15. Evenings and weekend work may be required.*
  - 16. Perform such other tasks as may be assigned.*

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#### **MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS**

*Various machines and equipment including but not limited to computer, telephone, instructional technology.*

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#### **WORKER TRAITS—Aptitudes**

- 1. Verbal ability required to understand oral and written instructions*
- 2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
- 3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
- 4. For further information regarding worker traits, please see attached job analysis*

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#### **EVALUATION**

*Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.*

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*I accept this position offered and agree to the above job description.*

*Print Name*\_\_\_\_\_

*Signature*\_\_\_\_\_ *Date*\_\_\_\_\_

*Approved By*\_\_\_\_\_ *Date*\_\_\_\_\_