Lincoln Intermediate Unit 12
— An Educational Service Agency —

POSITION MANAGEMENT GUIDE

Title:	**Registered Behavior Technician (RBT)**	*Division Approval:*	
Department:	Student Services	*HR Approval:*	5/22/2025
Reports to:	Special Education Supervisor	*Board Approval:*	6/3/2025
Salary Schedule:	ESPA	*Revision Date:*	

SUMMARY OF PURPOSE

The Registered Behavior Technician (RBT) provides direct behavioral support to students receiving special education services, including those transitioning between programs. This role involves implementing behavior intervention plans, modeling effective strategies, and providing training and consultation to LIU and district staff to ensure consistent and effective behavioral practices.

ESSENTIAL REQUIREMENTS

- Must be at least 18 years of age
- High school diploma or equivalent (associate or bachelor's degree in education, psychology, or related field preferred)
- Completion of the BACB Registered Behavior Technician (RBT) training, or willingness to complete upon hire
- Ability to pass the BACB RBT exam within one year of hire (or transfer into position)
- Minimum of three (3) years of successful experience working with children in an educational setting
- Strong communication and interpersonal skills
- Must be able to follow behavior intervention plans and collect data accurately
- Must be able to work under the supervision of a Board-Certified Behavior Analyst (BCBA).

ESSENTIAL FUNCTIONS

- Collect accurate and timely behavioral data to support Functional Behavior Assessments (FBAs) and Positive Behavior Support Plan (PBSP) implementation.
- Demonstrate strong working knowledge of Applied Behavior Analysis (ABA) principles.
- Provide training. modeling, and consultation to staff on behavior intervention strategies.
- Participate as an active member of the behavior support team.
- Assist in the implementation of behavior plans.
- Consult with teachers, counselors, school psychologists, administrators, BCBAs, families, and outside agencies regarding student behavior.
- Coach and support teachers in the implementation of the behavior management procedures.

- Strong problem-solving and interpersonal skills evidencing the ability to effectively interact with a wide range of constituents.
- Communicate effectively, both verbally and in writing, with stakeholders, including staff, students and families.
- Strong organizational skills with a proven ability to prioritize and meet critical deadlines.
- Work independently without constant direct supervision.
- Establish and maintain effective working relationships with all stakeholders by evidencing cooperation, congeniality, and a dedication to quality service.
- Effectively multi-task and work in an environment with frequent interruptions.
- Strong understanding, appreciation of, and commitment to confidentiality.
- Proficient with various business technologies, such as Word, Excel, and PowerPoint and a proven ability to learn and effectively utilize position-specific technologies.
- Certification in Safety Care or a willingness to obtain.

DIVISION/ORGANIZATION

- Keeps current with related technology and developments that impact the department and the organization.
- Makes decisions consistent with the LIU mission and core values, establishes and maintains effective communication and positive relationships within the LIU, and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative, and collaborative; valuing each team member; and understanding the importance of customer service.)
- Understands organizational development and change principles and apply these principles to promote improvement within the department.
- Performs other functions as assigned by the Division Director.

SCOPE AND IMPACT

This position works under direction in the performance of the tasks.

ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the below boxes, the LIU is indicating its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodations are available that will enable an otherwise qualified individual to perform the essential job functions.

1. **Following Directions**
   - ☒ Full Understanding of Both Written and Verbal Instructions Required
   - ☐ Understanding of Verbal Instructions Only Required
   - ☐ Understanding of Written Instructions Only Required

2. **Communication - English**
   - ☒ Excellent Verbal Communication Skills Necessary
   - ☐ Basic Verbal Communication Skills Necessary
   - ☐ Limited or No Verbal Communication Skills Necessary

3. **Functional Reading - English**
   - ☒ Fluent Reading
   - ☐ Recognition of Signs/Symbols
   - ☐ Simple Reading
   - ☐ No Reading Skills Required

4. **Hearing**
   - ☒ Ability to Hear Required
   - ☐ Limited Hearing
   - ☐ Hearing Not Required

5. **Seeing**
   - ☒ 20/20 Vision with Corrective Eyewear
   - ☐ Limited Vision
   - ☐ Vision Not Required

6. **Functional Math**
   - ☐ Complex Computational Skills (Accounting and Financial Skills)
   - ☒ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
   - ☐ Simple Counting Skills
   - ☐ No Mathematical Skills Needed

7. **Time**
   - ☒ Must Tell Time to the Minute
   - ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. **Orientation (Familiarity with Surroundings)**
   - ☐ Several Blocks from Building
   - ☐ Building Only
   - ☒ Work Area
   - ☐ Room Only

9. **Mobility Skills**
   - ☒ Mobility Within the Building
   - ☐ Mobility Within a Four-Block Radius
   - ☒ Driving Required

10. Sitting
- ☐ 75% - 100%
- ☒ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

11. Standing
- ☐ 75% - 100%
- ☒ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

12. Bending
- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting
- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching
- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

Adopted by LIU Board of Directors:
Revision adopted by LIU Board of Directors: