



Position Description

Position Title: Registered Behavior Technician/RBT
Department: Special Education
Reports to: Building Principal/Director of Specialized Educational Services

Summary: The RBT will, with the support of the BCBA, administer behavioral intervention plans, record, and prepare data for the behavior analyst, and follow ethical decision-making and protocols.

Essential Duties and Responsibilities:

1. Assist teachers and BCBA's in the delivery of instruction and provide tutorial assistance to the individual and/or small groups of students in the classroom, as well as offering behavior strategies.
2. Assists teacher and BCBA with the day-to-day operation of the classroom.
3. Assists with the monitoring and support of the assigned student(s) in the classroom or in other areas of the school grounds, including the implementation, preparation, and revision of Positive Behavior Support Plans (PBSPs) under the direction of the BCBA.
4. Assists teachers and BCBA in the preparation of instructional materials and other teaching aids.
5. Handles routine clerical functions such as student documentation, record keeping, copying and disseminating materials, including monitoring students and documenting student behavior and progress using data collection systems.
6. Assist BCBA in conducting functional behavior assessments (FBAs) and behavior analysis.
7. Works confidentially and cooperatively with other staff members, including specialists and therapists, to incorporate student services within the classroom environment.
8. Responds promptly and effectively to behavioral crises using deescalation strategies and safety protocols and supports students during emotional or behavioral outbursts to ensure safety and minimize disruption.
9. Provides training and modeling of behavior strategies for paraprofessionals and classroom staff.
10. Participates in team meetings, monthly training, and professional development sessions.
11. Performs other related duties as directed by the teachers, BCBA, or building principal.
12. All CBSD employees are expected to be familiar with School Board policies, including but not limited to those policies referenced in the Employee Handbook. Refer to BoardDocs at: <https://go.boarddocs.com/pa/cbuc/Board.nsf/>.
13. All CBSD employees are Mandated Reporters under the terms of the PA Child Protective Services Law (CPSL), Section 6311. Employees are responsible for reviewing information at: [Report Child Abuse or Neglect as a Mandated Reporter | Commonwealth of Pennsylvania](#).
14. All CBSD employees are responsible for routinely checking their district email daily; M-F. Email is the district's standard method of communication and reviewing your CBSD.org email account consistently is an expectation of employment.
15. All other duties as assigned.

Supervisory Responsibilities: Not Applicable.

Education/Experience: To successfully perform this position, a person must be able to perform each

principal duty satisfactorily. The qualification requirements listed below represent the minimum levels of educational achievement, training, skill, and/or ability necessary.

- Education — High School diploma required; Associate's or higher degree, or at least two years of study at an institution of higher education preferred.
- Complete a 40-hour training aligned with the RBT Task List.
- Pass a competency assessment conducted by a BCBA.
- Strong interpersonal skills, including the ability to relate effectively with students with learning, physical and emotional disabilities.
- Strong communication skills and demonstrated ability to exercise good judgement.
- Ability to understand and follow directions and to implement instructional strategies under the guidance of a teacher.
- Understanding of and commitment to confidentiality.
- Excellent technology skills and proficiency with Microsoft Office.

Knowledge, Skills, Abilities:

1. Must work well with parents, students, and staff and possess good interpersonal and organizational skills.
2. Ability to work as a team member.
3. Must be courteous and able to deal effectively with people.
4. Must be cooperative and able to work in an environment with frequent interruptions.
5. Ability to follow written and verbal directions.
6. Ability to complete assigned tasks with minimal supervision.
7. Ability to exercise good judgment in prioritizing tasks.
8. Able to communicate effectively.

The Registered Behavior Technician/RBT reports to and is evaluated by the Building Principal, Special Education Supervisor and works under the guidance of a Board-Certified Behavior Analyst (BCBA) to implement Applied Behavior Analysis (ABA) therapy.

Physical Demands and Work Environment:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The duties of this job are normally performed in the following manner: The employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision. Some driving may be required. The position may require the employee to work evening and weekend hours. The noise level in the work environment is usually moderate.

Terms Of Employment:

Full-Time, 10 months

Salary and benefits as described in the CBESPA Bargaining Agreement.

NOTE:

The information contained in this job description is for compliance with the American with Disabilities Act 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.

Verification:

This job description is intended to describe the general nature and level of work performed by jobholders within this classification. This description is not intended to be an exhaustive list of all qualifications, responsibilities, skills, duties, or working conditions associated with this position. The undersigned has reviewed and concurs with the information in this position description.

Position Holder's Signature: _____ **Date:** _____

Position Holder's Printed Name: _____

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