

**JOB DESCRIPTION:**

**Job Title:** *Behavior Plan Support Technician, Special Services (9361)*

**Job Summary:**

The Behavior Plan Support Technician, Special Services is established for the purpose of providing assistance to teachers and classroom staff of the Special Services Severely Handicapped Program with the development, implementation, and monitoring of Behavior Intervention Plans under the direct supervision of the school psychologist. Behavior Plan Support Technicians work in the school setting of the special day class, playground, and general education class/program as determined by the needs of the individual student.

**Essential Functions:**

- Assists teacher to prepare and present instructional materials, develop and maintain community services for the purpose of providing safety in the classroom, and implementing the IEP and behavior intervention plan.
- Assists students to shape appropriate social behavior through positive reinforcement and prompt fading for the purpose of providing increased independence in their social environment.
- Teaches students, individually, and in groups to reinforce replacement behaviors for the purpose of improving social behavior.
- Collects defined behavioral data for the purpose of behavior plan development, implementation, and/or monitoring.
- Maintains records and files for the purpose of documenting required and pertinent information.
- Works with classroom teachers, staff, and identified students to determine effective behavioral strategies and implementing said strategies for the purpose of improving social competence.
- Participates in daily activities, parent conferences, training sessions, special activities for the purpose of assisting the implementation and evaluation of the student IEP/BIP objective.
- Assists with functional analysis of behavior under the direction of the school psychologist for the purpose of identifying potential replacement behaviors.
- Assists the teacher and staff in maintaining a safe environment for the purpose of promoting the safety of all students.
- Performs other duties as assigned for the purpose of facilitating the efficient implementation of the designed behavior intervention plan.
- Operates a variety of equipment (office, audio/visual, and the school van) for the purpose of supporting the teacher in reinforcing classroom objectives.
- Disposes of waste contaminated materials, food and toys for the purpose of maintaining the hygiene and health of the students and staff.

**Skills, Knowledge and/or Abilities:**

- **Skills to:**
  - learn to collect and interpret designated data regarding the implementation of behavior intervention plans;
  - learn and implement the principles of applied behavior analysis (prompting, fading, differential reinforcement, shaping, chaining, etc.) with fidelity;
  - effectively interact with a diverse student population;
  - recognize and follow procedures when disruptive, abusive and dangerous behavior occurs;
  - administer First Aid and CPR;
- **Knowledge of:**
  - applied behavior analysis, including data collection, differential reinforcement, shaping, chaining, etc.;
  - non-violent verbal and physical intervention techniques;
  - proper grammar, punctuation and sentence structure;
- **Ability to:**
  - read notes, memos, and reports of a moderately complex nature;
  - communicate, both orally, and in writing with teachers, classroom staff, family members, and supervisors;
  - understand and address the needs of children with special needs;
  - understand and carry out oral and written instructions;
  - maintain confidentiality of student records and communications;
  - read, interpret and carry out oral and written instructions;
  - adhere to schedules and deadlines.

Responsibilities include: working under limited supervision; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking and 30% standing.

**Education/Experience Required:**

- Associate's degree or 48 units in a closely related field; or 3 years of experience working with students with moderate to severe disabilities in a classroom setting.
- High school diploma or equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

- Possess or obtain First Aid and CPR certificates within 45 days of employment.

**Other Requirements:**

- Use own vehicle to travel to various locations within Tulare County.
- Skills to speak, read and write another language and willingness to use this skill in the performance of the job may be required for some assignments.

**FLSA Status:** Non-Exempt

**October 2017**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.