

## POSITION DESCRIPTION

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**JOB TITLE:** BEHAVIOR TECHNICIAN

**DEPARTMENT:** MADDOX HILL BEHAVIOR SUPPORT CENTER

**DIVISION:** ACADEMIC AFFAIRS

**SALARY RANGE:** \$33,853 - \$38,885, COMMENSURATE WITH EDUCATION AND EXPERIENCE

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** DIRECTOR OF MADDOX HILL BEHAVIOR SUPPORT CENTER

**SCHEDULE DETAILS:** FULL-TIME/9 MONTH POSITION/PSRS

**DATE OF LATEST REVIEW/REVISIONS:** May 22, 2023

### Position Summary

Behavior Technician to work with an area school district with children with varying disabilities conducting assessments, developing and implementing behavior plans, training school personnel and providing ongoing support. This is a full time position with implementation, consulting and training responsibilities within the academic school calendar.

### Essential Job Duties

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. In order to help our students be better learners, faculty members are expected to:

- Provide problem specific consultation and development of applied behavior analysis programming on site for area school district(s).
- Conduct assessments, develop and implement behavior plans, train staff and provide ongoing support for area school district personnel.
- Provide direct implementation of academic programming as needed.
- Perform departmental and divisional responsibilities.
- Assess and continually improve the effectiveness of Applied Behavior Analysis (ABA) program and meet any standards required by the Behavior Analysis Certification Board (BACB).
- Submit required reports by deadlines.
- Continue learning through professional development activities.
- Respect student thought.
- Be a role model for learning behavior.
- Maintain confidential relationships with respect to student information.
- Support college activities.
- Schedule no more than one week's worth of absences with supervisor approval per semester.
- Travel and work between schools and sites may be required.

### Required Knowledge, Skills & Abilities

Must be willing to complete Registered Behavior Technician (RBT) Certification within 90 days of hire.

- Experience working with children with autism, behavioral challenges or varying disabilities.
- Ability to drive an automobile and a clean driving record required.
- Excellent communication and interpersonal skills.
- Ability to plan, organize and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

### Equipment/Software

- Ability to operate a personal computer using the Windows environment.
- Ability to perform basic student database functions.
- Ability to perform basic word processing using MS Word.
- Ability to perform basic presentation functions using MS PowerPoint

### **Working Environment**

- Generally indoors in a normal office/classroom environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work is required from time to time.
- A neat appearance and appropriate businesslike apparel are required.
- The working environment conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical**

- Involves mobility within the campus and various sites, light lifting of equipment, etc.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The physical conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Creative and Analytical Skills**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

### **Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES.

THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION.

*THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE.*

*THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."*

THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.