

Union Public Schools Job Description

Position Title: Behavior Technician
Department: Special Services
Reports To: Site Administrator

FLSA Designation: Non-exempt

SUMMARY: The behavior technician supervises and monitors students that are assigned to school detention. In addition to helping students with work completion, maintaining records on each student assigned to detention will be expected. The behavior technician also assists in de-escalating student's behavior by employing intervention techniques as well as working proactively with students to exercise self control and understanding the consequences of their behavior.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supervises and monitors students assigned (by approval of the principal or designee) to detention.
- Maintains record log on each student assigned to detention, to include date and time and description of any observed, atypical behaviors.
- Assists students with work completion while in detention.
- Assists students with completing behavior goal card before exiting detention.
- Maintains record logs and behavior cards for placement in student's file.
- Works proactively with students to exercise self control and understand consequences of their behavior.
- Assists in de-escalating student's behavior by employing intervention techniques.
- Provides physical restraint if needed to protect the student or others.
- Promptly notifies principal or designee of any incident of injurious acts to self or others; completes an incident report.
- Maintains an orderly, safe-structured environment in the detention room.
- Treats students with respect and dignity.
- Posts behavior rules for detention room; employs fairness and consistency in applying consequences.
- Supervises other areas at the request of the principal/designee such as: recess, lunchroom, class changes, before/after school detentions.
- Serves as a teacher assistant when there are no students serving detention.
- Escorts students to lunchroom to obtain tray and monitors students eating in the detention room.
- Maintains student confidentiality.
- Participates in District in-service training workshops.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator, including the principal or designee.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED), minimum of 48 hours college required.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read, write, and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, and administrators.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to work with emotionally, physically and/or mentally impaired students. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

OTHER SKILLS AND ABILITIES: None.

PHYSICAL DEMANDS: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Ability to lift and/or move up to 10 pounds (such as adaptive equipment and supplies). Ability to frequently push/pull up to 90 pounds (such as carts loaded with supplies). Ability to reach with hands and arms. Ability to stand, walk, talk, and hear for long periods of time. Ability to sit, use restraint, use hands to finger, handle, or feel objects, tools, or control; climb or balance; and stoop, kneel, crouch or crawl. Ability to locate specific sounds in a noisy environment. Ability to maintain general health in an environment that exposes the employee to a greater infection risk than average.

WORK ENVIRONMENT: *The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level is usually moderate to loud. The employee continuously interacts with the public and other staff and often meets multiple demands from several people.