



## **Behavior Intervention Therapist/Teacher Associate**

*Last updated March 27, 2018*

<b>Reports to</b>	Director of Clinical Services/Behavior Specialist
<b>Supervises</b>	-----
<b>Employment Status</b>	Full Time Calendar Year 35-40 hrs/wk

### **Job Summary**

The Behavior Intervention Therapist (BIT) will provide skills training based upon the principles of Applied Behavior Analysis to children with Autism and related developmental disabilities in the home, community, and school settings. The BIT will address specific skills based upon the individual treatment plan (ITP) that is created. The BIT will collect data on treatment goals, assist with parent training and in the classroom with skills training as well as assist the Director of Clinical Services with clinical assessments as needed. When the BIT is not providing IBI Services they will fill their time as a Teacher Associate where they will provide assistance in the classroom and school to create a clean, supported environment that maximizes both teaching and learning.

### **Essential Job Functions**

#### ***Behavior Department***

- Learn, understand and integrate our AOWL's philosophy and behavior management style.
- Provide direct instruction in 1:1 and group settings utilizing a combination of intensive teaching and natural environment training arrangements using the principles of Applied Behavior Analysis.
- Create and address ITP objectives using procedures approved by the Director of Clinical Services.
- Utilize positive reinforcement and antecedent modification to increase appropriate behaviors over time.
- Manage disruptive behaviors that occur. Through the implementation of Behavior Intervention Plans (BIPs) and consultation with our Director of Clinical Services.
- Facilitate interactions with peers, teachers and families.

- Keep the children motivated to learn through preference assessments.
- Toilet training may be required.
- Accurately collect, record, and summarize data on observable client behavior.
- Assist with parent and caregiver training in line with client's individualized treatment.
- Effectively communicate with parents and caregivers regarding client progress as instructed by the Director of Clinical Services.
- Maintain client confidentiality.
- Assist with skill acquisition and behavior reduction assessments.
- Assist in preparing client materials as instructed.
- Maintain a clean, safe, and organized work and therapy environment.
- Collaborate with treatment team including client, parents and caregivers, outside professionals, and co-workers.
- Maintain and acquire technical knowledge by attending required trainings.

### ***Education Department***

- Assist in planning and preparing the learning environment, setting up sensory area, and preparing needed materials and supplies.
- Assist with classroom preparations including, but not limited to: gathering materials, making copies, re-filling supplies, etc.
- Clean classroom daily and deep clean weekly.
- Assist in hallway decoration.
- Assist at special events.
- Monitor hallways, lunchroom and recess.
- Prepare classroom for student use; clean-up following classroom use.
- Meet with classroom teacher on a regular basis.
- Treat all students with respect and dignity.
- Supervise all activities assigned to ensure student safety.
- Report to teacher and behavior specialist any problem which may occur with students.
- Observe, record and report on the behavior of individual students as assigned.
- Record daily attendance.
- Leads students in sensory breaks.
- Asks for clarification when needed.
- Shows encouragement and support towards students and parents.
- Demonstrates preparedness for classroom activities.
- Adapts to individual classroom climates.
- Able to remain calm and handle stressful situations.
- Demonstrates effective strategies for management of student behavior.
- Offers appropriate level of assistance to students to promote learner independence.
- Always uses time productively.
- Shows proficiency in academic skills (oral and written).
- Follows policies in Employee Handbook.
- Completes other duties as assigned.

## **Duties and Responsibilities**

- Ability to accept constructive feedback and develop knowledge and skill sets accordingly.
- Effective time management skills and the ability to manage multiple tasks at one time.
- Excellent written and verbal communication skills
- Ability to develop and maintain professional relationships with students, families, clients, co-workers, supervisors, and community members.
- Commitment to maintain client confidentiality and adhere to HIPPA laws.
- Commitment to ongoing training and development as it relates to clinical skills, professional development, ethics, and technology, and training in order to perform job responsibilities to required standard.
- Ability to interpret and implement clinical protocols and written.
- Work with a team on developing, re-examining, revising and implementing integrated social skills into all aspects of a student's day.
- Work effectively with parents.
- Work with other staff members to form a positive, supportive team atmosphere; Work on committees and participate in the development of the school.
- Reliable, consistent attendance is a requirement and essential function of all our staff.
- Lead activity days during school breaks.
- During summer academy, will act a Teacher Associate.

## **Rapport/ Interpersonal Skills**

- Communicates in an agreeable, tactful manner
- Friendly
- Cooperative
- Respects co-workers
- Takes directions well/follows directions
- Uses good listening skills

## **Minimum Requirements, Credentials, and Experience**

- Baccalaureate degree, or equivalent experience.
- Flexible traits that will thrive in a new learning environment.
- Demonstrated interest or expertise in working with students with autism spectrum disorder and/or related learning differences.
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery.
- Demonstrated ability to work well with families.
- Ability to work effectively as a team member.
- Successfully pass criminal background check.
- Preferred: Experience working with children ages 0-16 providing in a classroom or 1:1 setting; experience implementing the principles of Applied Behavior Analysis; Educational, Speech, or Allied Health Services experience.

### **Additional Working Conditions, 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 these functions.

While performing the duties of this job, the employee is required to sit and talk or hear. The employee is required to stand, walk, stoop, kneel, crouch, climb stairs, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 40 lbs. such as children on a bike or moving/rearranging furniture. The employee must support students during transfer. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

### **Additional Working Conditions, Work Environment**

The work environment characteristics 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 these functions.

The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex, and/or age.

Because our students with autism spectrum disorder and related learning differences require consistency and structure, the employee must be able to work on all days assigned unless approved by their supervisor. Supervisors reserve the right to decline paid time off requests for any reason and it is preferred planned vacations be taken over scheduled school breaks.

The employee is continuously responsible for the safety, well-being, and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.
2. Occasional exposure to unruly students/adults.
3. Occasional operation of a vehicle in inclement weather.

### **Professional Skills**

- Develops and maintains productive, positive working relationships with AOWL students, families, staff and volunteers.
- Performs all functions professionally, treating all students and families, staff and volunteers with respect.
- Maintains a level of flexibility with all staff, offering assistance to others as appropriate.

- Maintains a good attendance record; is prompt and punctual to the worksite; Gives adequate notice of absence.
- Performs all duties in accordance with the AOWL Employee Handbook.
- Shows initiative (self-motivated).
- Perform all task and responsibilities as assigned and according to due dates.
- Shows enthusiasm.
- Shows sensitivity to individual diversity and needs of students and families.
- Carries out responsibilities in a manner consistent with the requirements of law, rules, regulations and school policies and procedures.
- Displays neatness and appropriateness of dress.
- Uses effective problem solving and conflict management techniques.
- Maintains data privacy and confidentiality.
- Uses proper channels in communication with parents.
- Offers suggestions for the improvement of the program and system.
- Maintains a professional attitude and loyalty to the school.
- Attends all staff meetings.

### **Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy.

### **Salary and benefits**

Competitive and dependent on experience

Health and dental benefit package

Short-term disability

Life insurance

Simple IRA with employer matching

Paid Time Off

### **Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

To apply please submit your resume, cover letter and 2 letters of reference to [karla.przybylski@aowl.org](mailto:karla.przybylski@aowl.org)