



## Behavior Technician

**Department/Location:** Academy for Precision Learning

**Status:** Exempt, Full Time

**Reports To:** Classroom BCBA

### Responsibilities:

#### Instructional Responsibilities

- Provide individualized attention and instruction to students who require support
- Supervision of students while Head Teacher is engaged 1:1 with students
- Implementation of Individual Learning Plans for students
- Implementation of behavior management plans for students
- Instruction of academic and social groups as directed
- Use of data for data-based decision-making regarding student performance
- Consults regularly with Head Teacher, Assistant Teacher, BCBA's, and Executive Director about student academic and social performance

#### Classroom Administration Responsibilities

- Production and maintenance of instructional materials
- Regular completion of side jobs as assigned by Head Teacher, Assistant Teacher, or Administrative Staff
- Charts data in a timely manner and in accordance with APL standards
- Organization and maintenance of data and materials
- Performs duties as assigned by Head or Assistant Teacher

#### Other Responsibilities

- Regular and consistent communication with Head Teacher, Executive Director, and Administrative Staff
- Adheres to policies and procedures as stated in Employee Manual
- Exhibits professionalism
  - Positive attitudes and actions
  - Accepts direction
  - Positively responds to constructive feedback
  - Flexible and adaptive to change
  - Supports the learning of other team members



- Personnel paperwork is completed in a timely manner
  - Weekly time sheets completed and submitted to Administration
  - Follows guidelines for submitting Time-Off requests
- Effective Time Manager
- Develop positive relationships with Students, Parents, and Families
- Create a positive, professional, and family-friendly environment within the classroom
- Punctual and respectful of the work day

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor or the management of the school.*

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Position open until filled. **(To Apply: Please send a resume, cover letter and a list of three professional references to [jobs@aplschool.org](mailto:jobs@aplschool.org). Please type the job title into the subject line of your e-mail.**

**The Academy for Precision Learning** is an independent K-12 school that educates typically-developing students and those across the autism spectrum in an academically challenging and socially vibrant community. The APL model utilizes customized curriculum and innovative instructional methods to provide meaningful access and tangible progress for every student. Our goal is for every APL student to become a curious and engaged life-long learner who celebrates diversity, practices self-advocacy, and generates impact in their community. [www.aplschool.org](http://www.aplschool.org)