

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title:** Behavior Technician

**Department:** Instruction

**Grade** F  
**H.P.D.** 7  
**D.P.Y.** 196

**Job Description**

**Date Reviewed:** October 2023

**Reports To:** Principal/Behavior  
Coordinator

**Purpose of Job**

The purpose of this job is to provide intensive behavior support services to students in district. The Behavior Technician will work collaboratively with teachers and other support staff to implement behavior intervention plans for students that require consistent and significant behavioral support during the school day. The Behavior Technician will have the opportunity to participate in ongoing training and professional learning opportunities as part of the behavior technician contract. This is not an instructional support position, although the Behavior Technician may provide some instructional support to students as needed.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**Behavioral:**

- Understand and apply the basic principles of ABA in classroom settings as directed.
- Assess student needs and provide interventions to redirect behavior
- Participate in Collaborative Referral/B-Team meetings
- Collect and submit data for Functional Behavior Assessments and Behavior Intervention Plans.
- Implement Positive Behavior Plans and Behavior Intervention Plans to affect behavior changes
- Regularly review, and remain well-versed in a multitude of Behavior Intervention Plans in order to implement the plans and monitor plans for multiple students, at the same time.
- When required, provide physical intervention for students demonstrating unsafe behaviors.
- Perform and document the district approved restraint and isolation; as well as participate in yearly crisis intervention training provided by the district
- Participate as a member of the school response team
- Attend faculty meetings as requested
- Work with multiple students as assigned by the administration, case manager, and/or BCBA.
- Provide direct consultation to the BCBA and Behavior Psychologists, specific to analysis of data and recommendation for modifications or revisions to BIPs.
- Meet with BCBA, Behavior Psychologist, and/or Behavior Consultant during school 4 hours per month and after school 1 hour per month for ongoing training.
- Maintain CMCSS Behavior Technician Requirements

**Other:**

- Ability to work as a member of a cohesive team
- Ability to lead/model behavior support strategies for others
- Ability to take and respond to direction from supervisors

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or Equivalent) required, completion of two years of study (48 semester hours) at an institution of higher education; or obtained an associate's or higher degree; or passing score of 456 on the ParaPro Assessment.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System, Facilities practices as they pertain to the performance of duties relating to the job. Has general knowledge of the School System, Facilities and Safety practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;

- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**