

**Job Description**

**Job Title:** Behavior Technician-Shadow  
**Reports To:** Clinical Director & Program Director  
**FLSA Status:** Non Exempt

**Job Summary**

The Behavior Technician-Shadow is responsible for assisting in the delivery of behavioral and treatment goals to children with autism and other developmental disabilities.

**Essential Job Duties**

- Receives general direction and works under the general guidance of the Clinical and/or Program Director.
- Provides individual support for a student receiving Applied Behavior Analysis services by implementing their school plan, treatment plan, and Behavior Intervention Plan (BIP) in their school setting.
- Will shadow a student throughout the school day and activities, and monitor and document goals and data.
- Supports and assists with the completion of day to day classroom tasks and activities in accordance with applicable lesson plans and client’s treatment plan goals and objectives.
- Observes and assists with the implementation of client’s treatment plans.
- Gathers, assembles and organizes materials in classroom, as appropriate for assigned client.
- Assists in observing and interpreting child activities while in the classroom.
- Completes data collection, graphing, and reporting of client’s progress.
- Applies basic working knowledge and understanding of each child’s cumulative learning and developmental goals and objectives.
- Attends and participates in weekly meetings with client’s team (BCBA, classroom teacher, classroom staff, etc.).
- Provides general feedback and updates to client’s BCBA regarding classroom activities, tasks and general observations.
- Demonstrates appropriate child care standards and practices, and consistently adheres to all company policies, procedures and practices.
- Ensures a clean, safe, attractive and functional learning environment.
- Monitors children for signs of child abuse, and reports incidents of suspected abuse to appropriate staff and personnel immediately.
- Attends meetings, events and seminars as required by The Learning Lane.
- Maintains proficient understanding and working knowledge of Applied Behavior Analysis.
- Consistently demonstrates a high level of integrity, responsibility, accountability, teamwork and ethics.
- Adheres to all policies, procedures and standard practices of The Learning Lane.
- Performs other duties and responsibilities as assigned.

**Working Environment**

This position requires regular sitting, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard, and viewing a computer screen monitor, and occasional lifting of objects of up to 40 pounds. The working environment consists of an indoor and climate-controlled setting the majority of the time, and with occasional activities occurring in an outdoor non-climate controlled setting. The working environment entails working in the presence of pre-school aged children with various types of developmental disabilities the majority of the time, and with high volume auditory sounds and activities occurring frequently. Occasional local travel by automobile will be required.

**Minimum Education & Experience Requirements**

High school diploma or equivalent GED  
 Six months experience working with children in an organized setting  
 Six months experience working with children with autism or other developmental disabilities  
 Or an equivalent combination of education and experience

**Core Knowledge, Skills & Abilities**

**Ethics** - Displays the highest levels of integrity, honesty, respect, and sound judgment at all times.

**Accountability** - Takes ownership of own actions, decisions and contributions as a team member within the organization, and acts as a role model for other staff by demonstrating behaviors and conduct consistent with all policies, procedures and practices.

**Professionalism** - Provides helpful, courteous, accessible and responsive support to staff, clients, and others at all times.

**Judgment** - Applies sound reasoning and logical thinking to arrive at conclusions that support a safe, healthy and productive learning and working environment.

**Communication** - Conveys verbal and written information using effective techniques and approaches that promote clarity, teamwork, and efficiency.

**Interpersonal Relationships** - Facilitates interaction and communication with others through active listening and constructive relationship building techniques.

**Teamwork** - Works with others cooperatively to accomplish common goals and objectives, and treats others with respect and dignity by valuing the contributions of everyone.

**Initiative** - Proactively identifies ways to contribute towards company goals and objectives, and takes proper action to address issues and opportunities.

**Time Management** - Budgets, schedules and manages own time in order to fulfill assigned tasks and priorities effectively and efficiently.

**Technical Knowledge** - Demonstrates and applies basic working knowledge and understanding of teaching standards, guidelines and regulatory requirements in early childhood education.

**Employee Acknowledgement**

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills and abilities, and working environment of my job. I acknowledge that I can safely and effectively perform the essential job duties of my job with or without reasonable accommodation, and in accordance with the policies, procedures, expectations and standards of The Learning Lane.

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Employee Name (Print)

\_\_\_\_\_  
Employee Signature

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Date Signed