

Job Description

Job Title: Lead Behavior Technician
Reports To: Clinical Director & Program Director
FLSA Status: Exempt

Job Summary

The Lead Behavior Technician is responsible for overseeing the daily operation for assigned team across all rotations to ensure the safe, quality and productive delivery of behavioral services.

Essential Job Duties

- Oversees day to day classroom and team activities to ensure optimal delivery of behavioral services in accordance with each child's treatment plan goals and objectives.
- Facilitates and oversees application of appropriate behavior analytic techniques that promote the child's intellectual, emotional, physical, spiritual, and psychological growth and development.
- Provides continuous direct supervision to children in order to ensure optimal behavioral progress for each child.
- Collaborates with Supporting Behavior Technician in the planning and development of lesson plans, and submits lesson plans to Program Director, Clinical Director, and/or other Director, as appropriate.
- Leads the implementation of treatment plans for each individual child.
- Delegates checklist responsibilities to Supporting Behavior Technician and Behavior Technicians, as appropriate.
- Facilitates instructional and teaching activities in the classroom to support each child's needs.
- Observes and interprets child activities while in the classroom.
- Oversees and ensures continuous measurement of child progress through data collection, graphing and reporting of learning progress for each child in the areas of skills, behavior challenges, and group activities.
- Leads the role mentoring process for new staff.
- Applies proficient working knowledge and understanding of each child's cumulative learning and developmental goals and objectives, and demonstrates proficiency in recognizing mastery of goals and objectives.
- Applies applicable assessment tools including ABLLS-R and VB-MAPP as appropriate.
- Leads team meetings in a constructive manner that supports optimal completion of team tasks and activities.
- Assists in program evaluation through collection and analysis of data and information relating to individual child, group, classroom and parent assessments.
- Assists in setting cognitive and behavioral learning and development goals for each child based upon each child's individual needs.
- Provides regular (i.e. weekly) feedback and updates to Program Director and/or Clinical Director regarding each child's progress, performance and operational outcomes for assigned team.
- Serves as a mentor to new staff that joins the team.
- Demonstrates appropriate child care standards and practices, and consistently adheres to all company policies, procedures and practices.
- Involves parents, guardians and families in child learning and development activities, and communicates child learning and development progress, as appropriate.
- Assists with educating parents, guardians and families on essential activities necessary for child learning and development.
- 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.

Minimum Education & Experience Requirements

Bachelor's degree in education or related field
 Three years experience working with children in an organized setting
 Two years experience working with children with autism or other developmental disabilities
 Six months experience leading classroom activities
 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 and as a leader 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, responsive and knowledgeable support to staff, clients, and others at all times.

Team Leadership - Facilitates team processes through collaboration and proper coordination and delegation of tasks that promote optimal completion of tasks and harmonious working relationships, and acts as a role model for staff by demonstrating behaviors and conduct consistent with company policies, procedures and practices.

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 provide clarity, promote teamwork, and efficiency.

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

Teamwork - Cooperates and works constructively with others to accomplish common goals and objectives, and treats others with respect and dignity by valuing the contributions of everyone.

Conflict Management - Resolves general disagreements and discrepancies by identifying the specific issue, and providing the appropriate resolution to support a safe, healthy and productive working and learning environment.

Initiative - Proactively identifies ways to contribute towards the goals and objectives of The Learning Lane, and takes proper action to address issues and opportunities.

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

Technical Knowledge - Applies proficient understanding and working knowledge of teaching standards, guidelines and regulatory requirements in early childhood education, including child learning, growth, development and behavioral characteristics of children with autism and other developmental disabilities.

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.

Employee Name (Print)

Employee Signature

Date Signed