

LOPEZ ISLAND SCHOOL DISTRICT NO. 144  
86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212  
CLASSIFIED POSITION ANNOUNCEMENT

Lopez Island School District  
Special Needs Behavior Technician

**POSTING: 22/23-15**

**Announcement Date:** August 31st, 2022  
**Applications Due by:** Open until filled  
**Applications Screened:** Upon submission  
**Responsible to:** Special Services Director and SpEd Teachers

**Job Summary**

We are looking for a dedicated and compassionate behavioral technician to join our team. Behavior technicians are responsible for assisting behavior specialists and the Special Education department to implement behavior reduction and skill acquisition treatment plans. The candidate will assist students with day to day activities, monitor their behavior, record and collect data on students' progress, and communicate with the team. Other duties may include clerical and administrative duties.

To be successful in this role, you will display a compassionate nature, empathy, and discretion in your work. You should have excellent communication and time management skills, and be able to develop and maintain relationships with students, supervisors, and colleagues.

This position is Monday through Friday following the school year calendar, daily schedule to be determined based on enrollment. Responsibilities include working with K-12 students individually and/or in the general school classrooms; maintaining data and records; documenting progress; and assisting teachers and specialists in serving student needs.

**Duties and Responsibilities:**

- Implement, model behavioral strategies as outlined in the behavioral plan for individual students. Instruct and assist elementary and/or secondary students individually or in small groups in a variety of program, educational and therapeutic learning activities as designed by the supervising teacher, special education personnel, and specialists. Provide frequent anecdotal and other data, observation notes, etc., to staff and parents/guardians, as directed by certificated special services staff.
- Monitor student behavior, progress, and health in the classroom and other school sites, as outlined in the IEP and as directed by the teacher and specialists. Assist in creating a supportive environment to enhance learning, self-image, attitudes and social and physical skills.
- Assist with assessment of students and serve as a contributing member of the IEP and/or parent-teacher team.
- Attend staff and team meetings, as needed.
- Attend professional workshops and trainings to increase knowledge and skills.
- Collect and record data on patient behavior
- Collaborate, communicate, and assist with the training of students, parents, and staff.
- Provide a safe and supportive environment for students and staff.
- Maintain strict confidentiality.
- Perform related duties, as assigned.

Reporting Relationship: Reports to the Special Education Director.  
Evaluation: Annual evaluation minimum, more at the discretion of the administrator.  
Salary Level: Per PSE Collective Bargaining Agreement (Paraeducator Special Needs starting at step 4); Benefits for health and retirement per PSE Collective Bargaining Agreement.

**Minimum Qualifications:**

- Must be at least 18 years of age and hold a high school diploma or its equivalent.
- Must be highly qualified by ESSA standards.
- Certificate, bachelor's, or associate's degree in behavioral health or related field.
- WSP/FBI criminal history background clearance (fingerprinting).
- Satisfactory completion and compliance with District application and employment requirements.
- Must be physically fit and able to perform prevention and de-escalation skills,
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**Desired Qualifications:**

- Ability to organize, perform and evaluate a comprehensively designed individualized program of varied activities with a minimum of supervision.
- Ability to be flexible and consistent.
- Experience and/or training working with students with involved physical needs.
- Ability to deal with children with special needs in a positive and confident manner.
- Ability to learn data collection and maintain accurate records, including anecdotal observations and journaling.
- Strong interpersonal skills.
- Ability to work as part of a team.
- Effective written and oral communication skills.
- Demonstrated record of personal safety and ability to promote safety in the work place
- Relevant experience preferred.

**Licenses/Special Requirements:**

Optional First Aid and CPR training, as required by the District.

**Working Conditions:**

Working with students with special needs can be joyful, rewarding and challenging. A behavior technician experiences activity-filled, fast-paced days. She or he must be organized and able to quickly monitor and adjust to moment-to-moment variables, e.g., interruptions, schedule changes, or students' behavioral, physical, or emotional needs. Clerical work needs to be accurate and timely. The ability to physically manipulate, and otherwise physically assist a child up to 100 pounds is required.

**Application Procedures:**

Current employees should submit a letter indicating interest in the position; include the position's title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Applicants must submit the following information to the Human Resources Office:

- 1. Letter indicating interest
- 2. Completed district Classified application
- 3. Complete resume of personal history, education, experience and references

Please send your original application packet to:

Summer Hagge, Human Resources Officer  
Lopez Island School District #144  
86 School Rd.  
Lopez Island, WA 98261  
Phone: (360) 468-2202 Fax: (360) 468-2212  
[hr@lopezislandschool.org](mailto:hr@lopezislandschool.org)  
[www.lopezislandschool.org](http://www.lopezislandschool.org)

Applicants will be screened and candidates selected for interviews based upon preparation, experience, and references.

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The Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Superintendent Ed Murray – [emurray@lopezislandschool.org](mailto:emurray@lopezislandschool.org), Title IX Coordinator, HR Specialist Summer Hagge - [shagge@lopezislandschool.org](mailto:shagge@lopezislandschool.org), Section 504 Academic Case Manager, K-12 Counselor Jeanna Carter – [jcarter@lopezislandschool.org](mailto:jcarter@lopezislandschool.org), Section 504 Health Care Case Manager, Will Sanford, RN – [wsanford@lopezislandschool.org](mailto:wsanford@lopezislandschool.org) OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.

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