International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: BT/RBT **Exemption Status: Non-exempt**

Reports to: Area Director **Date Revised: 06/26**

Dept./School: Special Education Services

Position

The RBT Apprentice is an entry-level position designed for individuals pursuing certification as a Registered Behavior Technician (RBT). Under the direct supervision of a Board Certified Behavior Analyst (BCBA) and in collaboration with classroom teachers and special education staff, the apprentice will receive training and guided practice in implementing Applied Behavior Analysis (ABA) strategies in a school setting. The goal of this role is to support students with autism and other developmental or behavioral needs while developing the apprentice's professional skills toward RBT certification.

Key Responsibilities

- Work under the supervision of a BCBA to implement individualized behavior intervention plans (BIPs) and skill acquisition programs.
- Collect and record accurate data on student behavior and skill development.
- Assist teachers and special education staff with behavior supports in the classroom, cafeteria, playground, and other school environments.
- Participate in ongoing training and competency assessments related to ABA principles and ethical guidelines.
- Support students in developing communication, social, academic, and daily living skills.
- Use proactive strategies to encourage positive behavior and minimize challenging behavior.
- Maintain confidentiality and adhere to professional, ethical, and legal standards at all times.
- Attend scheduled supervision meetings, team meetings, and required training.
- Complete documentation and tasks necessary for RBT certification requirements.

Qualifications

Required:

- High school diploma or equivalent; some college coursework preferred.
- Interest in working with children with autism or developmental disabilities.
- Strong interpersonal skills and ability to collaborate with a multidisciplinary team.
- Patience, empathy, and ability to remain calm in challenging situations.
- Commitment to completing RBT certification within the school year.

Preferred:

- Experience working with children in a school, childcare, or clinical setting.
- Coursework in psychology, education, special education, or related fields.
- Bilingual skills (as needed by the student population).

Physical Requirements

- Ability to lift up to 25 pounds.
- Frequent movement (bending, standing, kneeling, or sitting on the floor) to support student needs.
- Ability to work indoors and outdoors with students.
- May be required to toilet train a student.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed Name and date: _____

Approved by and date: _____