

**Job Title:** Special Education Transition Counselor      **Wage/Hour Status:** Exempt  
**Reports to:** Special Education Director      **Pay Grade:** Commences with experience  
**Dept./School:** Assigned Campus      **Date Revised:** 04/09/2024

**Primary Purpose:**

Plan, implement, and evaluate a comprehensive program of special education counseling to school assigned. Provide counseling services to students to maximize personal growth and development.

To coordinate the educational transition preparation of special education students from school to work. Provides guidance and career awareness for special education students. Assists in the development of students' Individual Education and Transition Plans.

**Qualifications:**

**Education/Certification:**

Master's degree in counseling and a valid Texas Counseling Certification **or** School Psychologist **or** L.P.C.

**Special Knowledge/Skills:**

Knowledge of counseling procedures, student appraisal, and career development  
Excellent organizational, communication, and interpersonal skills  
Ability to instruct students and manage their behavior

Knowledge of services agencies which may provide assistance to student: MHMR, Texas Department of Health and Human Services, Texas Workforce Commission, and Texas Department of Protective and Regulatory Service

**Experience:**

Minimum 3 years experience in education.

**Major Responsibilities and Duties:**

1. Help teachers incorporate counseling goals into existing curriculum.
2. Counsel individuals and small groups.
3. Plan counseling programs to ensure that they meet identified needs.
4. Instruct or coordinate in the instruction of special education students in job readiness, and employability skills, and work-related social skills.
5. Evaluates students' vocational skills and behavior to assist in determining work-readiness, abilities, and interest.
6. Interpret tests and other appraisal results appropriately.
7. Works with the student, the student's parents, school officials and other agencies to develop an Individual Transition Plan which will enable the student to transition from school to productive adult life.
8. Consult parents, teachers, administrators, and other relevant people to assist in monitoring student progress and assess student needs and to enhance their work with students.

9. Work with school personnel and community sources to obtain resources for students.
10. Use an effective referral process to help students and others use special programs and community services.
11. Estimate and request materials for annual budget and as needed.
12. Compile and maintain, on file, student records, medicaid reports, and other documents.
13. Comply with policies established by federal and state law, the State Board of Education, and the local management board.
14. Comply with all district and campus routines and regulations.
15. Maintain a positive and effective relationship with supervisors.
16. Communicate effectively with colleagues, students, and parents.
17. Model behavior that is professional, ethical, and responsible.
18. Adhere to applicable state and federal confidentiality standards.
19. Participate in professional development to improve skills related to job assignment.

**Supervisory Responsibilities:**

None

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Reading, analyzing, compiling, and interpreting written material and data; ability to communicate effectively (verbal and written) to individuals and groups; interpret policy, procedures and data; stay abreast of emerging issues, innovations, and state rules relevant to special education, Career and Technology, and transition; maintain emotional control under stress. Travel to job sites to monitor student’s performance; demonstration of job skills; developing work stations; irregular hours; light to moderate lifting/carrying.

*\* Includes information from the Professional School Counselor Performance Evaluation Form and Job Description distributed by the Texas Education Agency, August 1996.*

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_