

Job Title: Special Education Counselor **Wage/Hour Status:** Exempt
Reports to: Special Education Director **Pay Grade:** Commences with experience
Dept./School: Assigned Campus **Date Revised:** 02/05/2011

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.

Qualifications:

Education/Certification:

Master's degree in counseling and a valid Texas Counseling Certification **OR** School Psychologist **OR** Liscensed Professional Counselor

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

Experience:

Minimum 3 years experience in education.

Major Responsibilities and Duties:

Counseling

1. Help teachers incorporate counseling goals into existing curriculum.
2. Counsel individuals and small groups.

Consultation

3. 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.
4. Work with school personnel and community sources to obtain resources for students.
5. Use an effective referral process to help students and others use special programs and community services.

Assessment

6. Interpret tests and other appraisal results appropriately.

Program Management

7. Plan counseling programs to ensure that they meet identified needs.
8. Estimate and request materials for annual budget and as needed.
9. Compile and maintain, on file, student records, medicaid reports, and other documents.

Administration

10. Comply with policies established by federal and state law, the State Board of Education, and the local management board.
11. Comply with all district and campus routines and regulations.
12. Maintain a positive and effective relationship with supervisors.
13. Communicate effectively with colleagues, students, and parents.

Professional

14. Model behavior that is professional, ethical, and responsible.

- 15. Adhere to applicable state and federal confidentiality standards.
- 16. Participate in professional development to improve skills related to job assignment.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Maintain flexibility under changing school conditions and schedule demands.

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

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 _____