

Job Title: Special Education Counselor

Reports To: Special Education Coordinator/Director

Dept. /School: Special Programs Office

PRIMARY PURPOSE:

Plan and provide counseling services to special education students who demonstrate an educational need. Evaluate students and provide therapeutic interventions to eliminate or reduce problems or impairments that interfere with student's ability to derive benefit from the educational program

QUALIFICATIONS:**Education/Certification:**

Master's Degree from an accredited university
Valid Texas Licensure in a mental health field or valid Texas
Education Agency Counseling certificate

Special Knowledge/Skills:

Knowledge of the needs of students who have emotional/physical disabilities, including general knowledge of curriculum and instructional adaptations necessary to meet those needs, childhood and adolescent development; mental health; emotional disturbances; human behavior; substance use and abuse; counseling strategies and techniques, cognitive development

Minimum Experience:

Practicum field work and/or internship in a school setting
Practicum field work and/or internship in counseling, supervised by a Licensed professional
Work with children or adolescents in a mental health setting

MAJOR RESPONSIBILITIES AND DUTIES:**Preparation and Planning**

- Maintain appropriate, data driven professional records
- Use time effectively and perform required campus responsibilities on time

- Submits lists, forms and data requested by Special Education office when due

Standards for Behavior / Professional Conduct

- Follow ethical guidelines of licensing entity when providing counseling services to a variety of students in different environments
- Follow the policies and procedures outlined by TEA for the provision of Special Education counseling services
- Conduct self in a professional manner to resolve conflicts that may be perceived to occur between TEA policies, local guidelines and the ethical guidelines for Special Education Counselor
- Protect the student's right of confidentiality
- Follow policies and procedures in the District's Employee Handbook

Comprehensive Evaluation Process

- Conduct counseling evaluations in a thorough and timely manner, accessing relevant sources of information and providing for optimal student performance.
- Conduct observations of students in support of teachers and school administration
- Assist in the creation of Functional Behavioral Assessments (FBA) and Behavior Intervention Plans (BIP)
- Prepare thorough and understandable evaluation reports and counseling IEP's
- Orally communicate results of evaluation to ARD/IEP Committee members in an effective manner, including provision of suggestions for students who do not qualify for special services

Consultation with Professionals

- Consult other professionals prior to ARD/IEP meeting concerning the student's goals and objectives, and amount and method of delivery of services, including outside agencies when necessary
- Make recommendations concerning intervention strategies to enhance student success in the school setting
- Provide consultation to teachers, administrators, and school staff concerning academic/emotional/behavioral needs of students

Crisis Intervention

- Assess seriousness of student threat to self or others and intervene according to the district's emergency notification plan.
- Respond quickly and appropriately in crisis situations
- When appropriate, consult with school professionals, parents, and outside agencies in developing crisis intervention plans for students

- Directly counsel with students in crisis when necessary and appropriate
- Provide appropriate follow-up to students who have been in crisis

Family Consultation and Counseling

- Provide counseling services to a variety of different students in different environments
- Provide referral options to student's parents upon request
- Provide consultation to parents concerning academic/emotional/behavioral needs of student

Professional Growth and Development

- Attend team meetings and take responsibility within the group
- Attend staff development and professional continuing education trainings to improve counseling skills
- Be willing to share new knowledge gained from conferences and one's area of expertise
- Conduct restraint (Mandt Training) for district employees
- Assist in monthly restraint practices for each school

Professional Staff Relationship

- Return calls to school administrators and supervisors in a timely manner
- Be sensitive to the concerns of staff members and colleagues
- Work within the team to structure the different campus assignments

Relations with Administrative and Supervisory Staff

- When appropriate, seek guidance from special education administrators and supervisors regarding matters involving their areas of authority, knowledge, or experience
- Accept feedback, suggestions and directives from special education administrators and supervisors in a cooperative and constructive manner
- Attempt to work cooperatively and constructively with the administrative staff of schools to which the counselor is assigned
- In communicating with administrators and supervisors, assert professional opinion in a manner that conveys respect of others' opinions and professions

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.

Signature: _____ **Date:** _____