

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Special Education Counselor	Wage/Hour Status:	Exempt
Reports To:	Special Education Coordinator	Date Revised:	11/28/17
Dept./School:	Special Education		

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 Counseling certificate with Special Education endorsement

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

Experience:

Practicum fieldwork and/or internship in a school setting

Practicum fieldwork and/or internship in counseling supervised by a licensed professional

Experience working with children or adolescents in a mental health setting

Major Responsibilities and Duties:

Preparation and Planning

Provide schedule to campus staff and inform them of changes in the schedule

Maintain appropriate, data driven professional records

Use time effectively and perform required campus responsibilities on time

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

Standard for Behavior / Professional Conduct

Follow ethical guidelines of licensing entity when providing counseling services to a variety of students in different environments

Job Title: Special Education Counselor

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 and limit information to other professionals working with the student

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

Prepare thorough and understandable evaluation reports and counseling IEPs

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

Support General Education counselors with students that have severe educational / emotional / behavioral needs

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 student

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

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

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

Job Title: Special Education Counselor

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 structure of 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 expertise

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

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent districtwide and / or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11-28-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____