

Job Title:	SPECIAL EDUCATION COUNSELOR	Reports to:	Director of Special Education
FLSA status:	Exempt	Supervisor duties:	none
Classification:	Certified	Approved on:	10/13/2020
Position Summary:	This position ensures that each student is properly enrolled in school in a program best suited to his/her needs and abilities; promotes programs of self-concept development, building ego-strength and making decisions with regard to a variety of life concerns.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- To provide counseling services as specified by the IEP to Sped students in groups and individually as needed.
- Conduct structured, goal oriented counseling sessions to meet the identified needs of individuals or groups of students.
- Work with the case provider to develop observable, measurable, and achievable IEP goals to work on during counseling.
- Collaborate with case provider to perform functional behavior assessments, write behavior plans, and implement behavior plans.
- To attend all MET and IEP meetings for students receiving counseling minutes.
- To complete progress reports on all assigned students once each grading period.
- Provide a comprehensive guidance program for students.
- Provide activities to meet the needs of the students.
- Consult with teachers, staff, and parents to enhance their effectiveness in helping students.
- Implement the building guidance curriculum. Conduct guidance learning activities in the classroom as planned in conjunction with school administration and teachers; consult with and/or be a resource person for teachers to facilitate the infusion of guidance learning activities into the regular education curricula.
- Guide and counsel students aged 16 and above through the development of educational and career plans, provide resources and information to assist in career awareness and career exploration activities.
- Guide students aged 16 and above to develop tentative career/vocational plans through the use of resources in the guidance center.
- Consult with teachers, staff and parents regarding the developmental needs of students.
- Participate in staffing; conduct in-service programs for faculty; conduct and facilitate conferences with teachers, students and parents; conduct or provide opportunities for parent education programs; assist families with school related problems.
- Refer students with severe problems to appropriate community resources in consultation with their parents.
- Consult and coordinate with in-district and community agencies, such as student services, school psychologists, nurses, administrators and community-based psychologists, service agencies, and physicians.
- Participate in, coordinate or conduct activities which contribute to the effective operation of the school, including attending watch group meetings.
- Assist other school staff in the placement of students with special needs in appropriate courses
- Review periodically with staff and administration the guidance program using the program evaluation self-study; review and modify the program calendar and evaluate guidance learning activities.
- Provide orientation activities for students new to the school; participate in orientation programs for parents and students.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of methods of guidance and counseling, human development and learning
- Knowledge of laws, rules, policies and trends in guidance and counseling
- Skills in behavior management techniques
- Ability to communicate effectively and resolve conflict

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- School Counselor Certification
- IVP Finger Print Card

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.