

## POSITION DESCRIPTION

### Special Education Guidance Counselor

The high school counselor is a professional person who is important to all people interested in individualizing the education of students to meet their unique needs. The guidance counselor will therefore spend much time with students individually and in small groups, exploring their personal interests and abilities. Together with information gathered through testing programs, information files, and other records, the counselor can then work with students, parent's teachers, and other community resources to maximize the results of the student's efforts to mature educationally, physically, and emotionally. The counselor should be an emotionally mature person capable of functioning in relatively unstructured situations. He/she should be able to make sound judgments and be able to work with all of the various types of students that the district serves.

#### **QUALIFICATIONS:**

The guidance counselor must have a special certificate in guidance issued by the State Teacher Certification Board, and experience with Special Education policies, procedures, and laws.

#### **RESPONSIBILITIES:**

1. Will spend the majority of his/her time counseling with Special Education students individually and in groups.
2. Will gather and disseminate information relating to educational and vocational planning. He/she will be certain the information is current and carefully screened to insure that it is as unbiased as possible.
3. Will collect and record information about the student for the use of the professional staff in I.E.P. meetings relating to eligibilities, manifestations, placement, and annual reviews. Care will be taken to insure the confidentiality of such personal materials. Close relationship with the registrar is important in this task.
4. Will administer and interpret tests, both in large groups, such as with placement and achievement tests, and individually when additional information seems desirable. Such interpretation will be conducted in a professional manner, attempting to give a clear and accurate picture as possible. Uninterpreted scores will not be released by phone at any time, and only to authorized professional persons through the mail. Will ensure that accommodations are provided for students during testing per his/her I.E.P.

5. Will regularly make efforts to consult with teachers, parents, and other agencies that have need for relevant information, and are in a position to help the counselee in their development.
6. Will make every effort to find appropriate persons or agencies to which students may be referred when it is apparent that the needs of the counselee require assistance beyond the scope of the counseling services. This would include: transition services, D.C.F.S. involvement, outside counseling services, etc.
7. Will assist the assistant principal in registration and pupil scheduling, including changing student schedules and other class adjustments. Will make sure that the student's schedule is in alignment with the student's I.E.P. and educational environment.
8. Will cooperate with other school personnel in providing special placement and programs where needed. This will include participation in case conferences regarding placement in Special Education as well as other individualized programs.
9. Will maintain records, complete individual and committee work, attend conferences and college visitations, and engage in research pertinent to the counseling activities.
10. Will be part of the RtI process and progress monitoring that may lead to eligibility under I.D.E.A.
11. Other duties as assigned by the building principal or his/her designee.

06/12