

## **LINDALE INDEPENDENT SCHOOL DISTRICT**

**Job Title:** Special Education Counselor

**Wage/Hour Status:** Exempt

**Reports to:** Director of Special Programs/Principal

**Pay Grade:**

**Dept./School:** Assigned Campus/es

**Date Revised:** 09/02/16

### **Primary Purpose:**

- Provide individual and group counseling services and direct social skills instruction to special education students as outlined in the IEPs of special education students.
- Work with school faculty and staff to develop, implement, and monitor behavior management techniques, positive behavior supports, and comprehensive behavior plans for special education students.
- Consult and collaborate with school staff to develop and implement behavior management systems for special education students in the least restrictive setting.

### **Qualifications:**

#### **Education/Certification:**

Master's degree in guidance counseling/social work  
Valid Texas counseling certificate

#### **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:**

Two years teaching experience, special education preferred  
Nonviolent Crisis Intervention training, preferred

**PLEASE NOTE: Other qualifications as deemed appropriate may be acceptable**

### **Major Responsibilities and Duties:**

#### **Guidance**

1. Assist in the development of behavior management programs and behavior intervention plans for special education students.
2. Assist teachers in the implementation of behavior plans and behavior intervention strategies for special education students.
3. Guide special education students to develop social skills, coping skills, and self-awareness regarding behavior.

**Counseling**

4. Counsel special education students in both individual and small group settings in accordance with IEP counseling goals.
5. Collect information regarding the Present Levels of Academic Achievement and Functional Performance (PLAAFP) of students receiving counseling and/or social skills instruction.
6. Develop counseling and/or social skills IEPs based upon PLAAFPs.
7. Present proposed IEPs to ARD committees.
8. Review current IEPs with ARD committees.
9. Monitor and update counseling and/or social skills IEPs.

**Consultation**

10. Provide crisis intervention support to school staff.
11. Work with school and community personnel to bring together mental health resources for students.
12. Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
13. Develop and maintain positive working relationships with other school professionals and representatives of community resources.
14. Serve as consultant on behavioral intervention, positive behavioral supports, and strategies for working with students with disabilities.
15. Consult with school staff regarding implementation of behavior intervention plans and managing behaviorally disruptive students.
16. Provide staff training to assist school personnel with the understanding of students with emotional, social, and behavioral disturbances.
17. Advocate for students with special needs in a variety of ways, both directly and indirectly.

**Assessment**

18. Maintain the confidentiality of student assessment.
19. Conduct counseling assessments and write corresponding reports.

**Program Management**

20. Plan guidance and counseling programs that meet identified needs, priorities, and program objectives.
21. Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
22. Compile, maintain, and file all required physical and computerized reports, records, and other documents.

**Administration**

23. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
24. Comply with all district and campus routines and regulations.
25. Maintain a positive and effective relationship with supervisors.
26. Communicate effectively with colleagues, students, and parents.

**Professional**

27. Adhere to ethical and legal standards and model behavior that is professional, and responsible.
28. Participate in professional development to improve skills related to job assignment.
29. Other duties as assigned.
30. Work under the direction of the RR program team leader.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular district wide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

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.

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

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Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_