



**Job Title:** Special Education Counselor      **Wage/Hour Status:** Exempt

**Reports To:** Lead, Assigned Coordinator,  
Director of Special Education      **Pay Grade:**

**Dept. /School:** Assigned Campus      **Date Revised:** 09/16/2011

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**Primary Purpose:**

Plan, implement, and evaluate counseling as a related service for students with disabilities.

**Qualifications:**

**Education/Certification:**

Master's degree in guidance counseling  
Valid Texas counseling certificate or Licensed Professional Counselor

**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:**

Three years teaching experience preferred

**Major Responsibilities and Duties:**

**Consultation:**

1. Counsel individuals and small groups as directed by IEP.
2. Consult with parents, teachers, administrators, educators and other relevant people to enhance their work with students.
3. Work with school personnel, school district residents, and community agencies to obtain resources for students.
4. Use an effective referral process to help students and others use special programs and services.

**Evaluation:**

5. Conduct appropriate evaluations and develop evaluation based IEP's.
6. Model behavior that is professional, ethical, and responsible.
7. Participate in professional development to improve skills related to job assignment.

**Program Management:**

8. Assist in developing continuing evaluation counseling services and make changes based on findings.
9. Compile, maintain, and file all required physical and computerized reports, records, and other documents.
10. Comply with policies established by federal and state law, State Board of Education rule, and board policy.
11. Comply with all district and campus routines and regulations.
12. Maintain a positive and effective relationship with supervisors.
13. Communicate effectively with colleagues, students, and parents.
14. Other duties as assigned.

**Supervisory Responsibilities:**

None

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

Maintain emotional control under stress.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*