

JOB DESCRIPTION
Cumberland County School District

SPECIAL EDUCATION COUNSELOR

Purpose Statement

The job of Special Education Counselor was established for the purpose/s of providing support to the instructional process for students with disabilities; providing information and recommendations to parents and students; and assisting in the development of goals and plans for achievement.

This job reports to Director of Special Education

Essential Functions

- Coordinates with teachers, administrators, specialists, IEP teams, FBA, and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- Counsels students with disabilities, parents, and guardians for the purpose of enhancing student success, academically, socially, and emotionally, in school.
- Develops a variety of special programs and classes (e.g. group and teamwork, leadership, bullying, coping with divorce or death, social skills) for the purpose of providing information to assist students in the successful transitions or help with life and academic skills.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Prepares a wide variety of materials (e.g. lesson plans, quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Schedules student counseling sessions on a variety of topics for the purpose of helping students with disabilities academically, socially and emotionally reach success in school.
- Monitors assigned programs (e.g. SWPBS, FBA, peer counseling, special education, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in varying atmospheric conditions.

Experience Job related experience is desired.

Education Masters in School Psychology and Counselor Education

Requirement

This is a certified position.

Certificates & Licenses

Teachers Certification and/or License

Continuing Educ./Training

Maintain Licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade