

Job Title: COUNSELOR, SPECIAL EDUCATION
Reports to: Chief of Special Programs Officer, School Psychologist Coordinator
Dept./School: Special Education Department
Wage/Hour Status: Exempt
Date Revised: August 17, 2026

Primary Purpose

The primary purpose of this position is to deliver direct and consultative counseling services to students receiving special education services who have social, emotional, behavioral, or transitional needs that may impact their educational experience. This role involves collaboration with school staff, families, and external support agencies to create a supportive and inclusive environment that addresses the individual needs of students with disabilities.

QUALIFICATIONS

Education/Certification

Master's Degree in School Counseling or Related Field

Valid Driver's License

Valid Texas Counseling Certificate or License (e.g. School Counselor, LPC,-LCSW, LMSW)

Special Knowledge/Skills

Understanding of emotional/behavioral disabilities and the impact on functioning.

Familiarity with the IEP processes, transition planning, and related services under IDEA.

Strong skills in counseling techniques and behavioral interventions.

Excellent collaboration, communication, and documentation skills.

Ability to consult with multidisciplinary teams, families and external agencies/providers.

MAJOR RESPONSIBILITIES AND DUTIES

Major Responsibilities and Duties:

1. Provide individual, group counseling, and consultative services to students as documented in the student's IEP.
2. Deliver support focused on social skills, self-regulation, emotional awareness, and coping strategies.
3. Use specialized skills to support students in crisis situations requiring immediate response. Maintain a healthy and safe school environment by collaborating with district
4. Provide Crisis Prevention Institute (CP) training to campus staff, as needed.
5. Assist in responding to campus crisis situations, when needed.
6. Use accepted theories and effective techniques of developmental guidance to respond to problematic or critical incidents to support students and offer services in time of need.
7. Participate in student ARDs and Manifestation ARDs.
8. Prepare clear, measurable Counseling IEP goals, contribute to the PLAAFPs, and provide service recommendations to ARD Committees.
9. Maintain notes of all counseling sessions to document IEP progress.
10. Complete progress reports at the end of each grading period, including the Annual ARD.
11. Act as a student advocate, leader, collaborator, and systems change agent. Advocate for a school environment that acknowledges and respects diversity and ensures equitable access and placement in courses and programs for minority, disenfranchised, homeless, and other special populations.

12. Coordinate with school and community agencies to assist students and parents with additional counseling, mental health services, and other relevant resources.

System Support

13. Maintain current CPI trainer certification.
14. Participate in behavioral staff meetings.
15. Attend continuing education and professional development activities to improve service delivery.

Other Related Duties

16. Maintain the confidentiality of student information, assessments, and other relevant student data.
17. Comply with policies established by federal and state law, State Board of Education rule, board policy, and the Operating Guidelines of the Special Education Department. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
18. Comply with all district and campus routines and regulations.
19. Maintain a positive working relationship with other counselors, teachers, and district staff.
20. Maintain a positive and effective relationship with supervisors.
21. Maintain a positive and professional relationship with students.
22. Follow district safety protocols.
23. Other duties as assigned.

Supervisory Responsibilities

24. None

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

Ability to move freely and quickly in crisis situations.

Ability to direct and assist in therapeutic restraint in crisis situation.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____