

AMADOR COUNTY OFFICE OF EDUCATION  
SPECIAL EDUCATION COUNSELOR

DEFINITION:

The Special Education Counselor works under the direction of the School Principal and the Director of Special Education, to provide itinerant counseling services to District students on an Individual Education Plan (IEP) referred for assessment and assistance with identified mental health services; identify emotional needs of students with disabilities; and develop therapy goals and objectives for implementation through the Individual Education Plan.

ESSENTIAL JOB TASKS:

- Identify mental health needs of students and oversee the implementation of IEPs.
- Participate in case conferences, IEPs, and other meetings.
- Travel from site to site and /or perform necessary home visits to provide direct treatment, consultation and collaboration for students and families.
- Participate in the team approach in providing mental health services to qualifying students and ensures that services are available to students in designated schools.
- Maintain ongoing treatment notes; observes and records student behavior to ensure the effectiveness of plan; provides clinical case management.
- Prepare reports, documents to support psychological counseling services for students
- Provide in-service training to parents, community agencies, students, district personnel and others.
- Complete paperwork to support mental health billing, Medi-cal, and LEA billing when applicable in a timely manner
- Provide individual, group counseling services.
- Develop and maintain psychological counseling intervention programs to meet student needs.
- Make recommendations regarding educationally related mental health services
- Meet with students and parents to discuss interventions and program options.
- Collaborate and communicate with school psychologists and mental health psychologists on an ongoing basis.
- Demonstrate sensitivity to various family and cultural patterns in counseling sessions.
- Demonstrate knowledge of child growth and development by identifying student needs and, when necessary, referring to appropriate resources.
- Participate in and support activities which are conducive to staff rapport and morale, and positive school/district/community relationships.
- Participate in professional growth activities such as classes, workshops, conferences, school and District curriculum committees.
- Conduct Social Skills groups at various school sites in collaboration with the designated school psychologist and your mental health coordinator as well as PPS management.
- Operate a computer and other office equipment as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

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- IEP Process.
- Applicable federal and state laws, codes, regulations, policies, and procedures including mandates related to mental health services and Special Education Programs.
- Identify emotional needs of students and develop and implement psychological counseling services.
- Social, behavioral and academic needs of special education students.
- Behavior management strategies and techniques relating to students who experience atypical control problems.
- Behavior intervention methodology/techniques including positive behavior intervention strategies and regulations.
- Individual and classroom management techniques.
- Principles and practices of instruction, curriculum, professional development, and assessment in a special education setting.
- Diagnostic instruments and their interpretation and application.
- Oral and written communication skills.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.
- Interpersonal skills including tact, patience, and courtesy.

SKILLS/ABILITIES:

- Work independently and as part of a multidisciplinary educational support team.
- Effectively communicate and maintain cooperative relationships with those contacted during the course of work both orally and in writing.
- Adhere to curricular objectives; participate in curriculum development.
- Establish and maintain professional relationships.
- Prepare and present in-service trainings.
- Develop and maintain open channels of communication between home and school.
- Develop and maintain an atmosphere of mutual respect among students, teachers, and staff.
- Prepare and maintain a variety of confidential comprehensive reports, records, and files.
- Meet schedules and timelines.
- Plan and organize work.

QUALIFICATIONS:

- Master's Degree in counseling, social work, or a related field.
- Valid Pupil Personnel Services (PPS) California credential in School Counseling required.
- Three (3) years experience providing counseling services to school-age children desired.
- Experience with a Special Education Local Plan Area (SELPA), school district operations, and special education placement and service options desired.

LICENSE:

Possession of a valid California Drivers' License and current proof of insurance may be required.

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REQUIREMENTS:

TB Clearance  
Department of Justice Fingerprint Clearance

PHYSICAL ABILITIES:

The employee must be able to:

- Lift/carry 65 pounds occasionally (less than 33% of the time).
- Lift/carry 40 pounds frequently (34-66% of the time).
- Lift/carry 20 pounds constantly (67-100% of the time).
- Push with a maximum force of 25.2 pounds on objects.
- Pull with a maximum force of 80 pounds on objects.
- Possess dexterity of hands and fingers to operate a computer keyboard and adjust computer equipment with accommodations if necessary.
- Bend at the waist, kneel, or crouch. Sit or stand for extended periods of time. Climb a stool or ladder and reach above shoulders.

SALARY:

County Certificated Salary Schedule – 183 days