

Tupelo Public School District

	FLSA STATUS:	Exempt
JOB TITLE:	Special Education Guidance Counselor	
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. AA Certification, license, or other legal credentials required 2. Master’s Degree required in Guidance Counseling required Such alternatives to the above qualifications as the board may find appropriate and acceptable.	
REPORTS TO:	Special Education Director	
JOB GOAL:	To help students overcome problems that impede learning and to assist them in making educational, and behavioral choices and for utilizing their potential in school and society.	
Approved By:		Date:

PERFORMANCE RESPONSIBILITIES:

1. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
2. Provide related services to students with disabilities.
3. Manages behavior referrals and oversees behavior referral process.
4. Work with schools on managing discipline of special education students.
5. Consults with behavior teachers on a regular basis to assist with management of student behaviors.
6. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
7. Guides students in their participation in school and community activities.
8. Maintains student records and protects their confidentiality.
9. Confers with parents whenever necessary.
10. Assists in the orientation of new faculty members.
11. Provides behavior management and behavior processes in-service training in guidance for teachers and student teachers.
12. Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve educational prospects of individual students being counseled.
13. Advises administrators and faculty on the matters of student discipline.
14. Takes an active role in interpreting the school’s objectives to students, parents, and the community at large.
15. Interprets the counseling/guidance program to the community.
16. Other responsibilities as assigned by the supervisor.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel, objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.