

JOB TITLE**Counselor/Social Worker for Students with Emotional Disability****REPORTS TO:** Assistant Superintendent of Special Programs**DEPARTMENT:** Special Programs**JOB DESCRIPTOR:** K35**SCHEDULE:** T**NON-EXEMPT X****NATURE AND SCOPE OF JOB:**

To act under the general direction of the Assistant Superintendent of Special Education. To lead each student toward the fulfillment of his or her potential by building self-esteem through positive interaction; and providing counseling and therapeutic interventions as per their Individual Education Plan.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Assists students to overcome problems that impede learning and assists them in making sound educational choices.
2. Provides individual counseling in an on-going manner as described by the student's I.E.P.
3. Provides consultation to teachers of emotionally disabled students regarding individual cases.
4. Attends I.E.P. meetings of students with emotional disabilities.
5. Provides support to the parents of the student with the emotional disability label.

OTHER FUNCTIONS:

1. Maintains accurate, complete, legible and correct records as required by law, school district policy, and administrative regulation.

2. Follows all school district policies and procedures.
3. Performs other duties as assigned by the Assistant Superintendent of Special Education.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Possess a knowledge of the current IDEA law, Rules and Regulations Governing Students with Disabilities in Wyoming Public Schools, and local rules and regulations.
- Possess a knowledge of basic computer processes on a personal computer as well as applications in the use of a "main frame" computer and its applications.
- Possess the ability to follow and successfully complete both written and oral directions.
- Possess the ability to work with a variety of personality types throughout the work day and work year.
- Possess sound emotional judgment.
- Possess the ability to write reports of a technical nature.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

- Proper certification issued by the Professional Teaching Standards Board for position of Guidance Counselor, Psychologist, or Social Worker
- A minimum of a Master's Degree awarded from an accredited college or university in a related field.

EQUIPMENT USED:

Personal Computer

Adding Machine/Calculator

Typewriter

Copier

FAX machine

Video Play-back Equipment

PHYSICAL DEMANDS:

- Possess strength and stamina to be able to remain in a seated position for up to 90 minutes at a time throughout the work day with a minimum of fatigue or discomfort.
- Possess visual acuity and stamina to work at a computer for at least part of each day with a minimum of fatigue or discomfort.

- Possess strength and stamina to be able to remain in a standing position for up to 90 minutes at a time throughout the work day with a minimum of fatigue or discomfort.
- Possess sufficient strength to lift objects that weigh at least 50 pounds and move them more than 50 feet.

ENVIRONMENTAL DEMANDS:< o:p>

- Air conditioned buildings.
- Occasional exposure to weather extremes.
- Fluorescent lighting