



## Special Education Behavior Support Counselor

### Job Overview

The job of the Special Education Behavior Support Counselor was established for the purpose of providing support for our students and families who need Tier 3 level behavior counseling and social work services.

This job reports to the SSS Director.

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### Essential Functions

- Develops, schedules, and conducts counseling sessions for students with Tier 3 behavioral needs.
- Assesses student and family needs (e.g., financial, medical, parenting skills, etc.) for the purpose of suggesting plans of services to support educational objectives and to assist families in seeking services.
- Coordinates activities with a variety of outside services, agencies, school sites, etc. (e.g., mental health, medical, etc.) for the purpose of assisting parents in maintaining a positive home environment, building trust between families and the school district, and supporting the child's educational program.
- Maintains case records for the purpose of documenting activities and complying with mandated requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Responds to requests for intervention in situations that could negatively impact on the student's education plan for the purpose of addressing the needs of the student.
- Serves as a liaison between parents, teachers, and/or students for the purpose of developing stronger communication and relationships for the student's success.

### Working Environment

This job is performed in a standard office environment and in a generally clean and healthy environment. Generally, the job requires 75% sitting, 15% walking, and 10% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

### Qualifications

**Minimum experience:** Job related experience within specialized field is required

**Minimum education:** Master's Degree in job related area.



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- 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.
- Perform multiple technical tasks with a need to periodically upgrade skills 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.
- 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.
- 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.
- Communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

**Required Testing:**

None Specified

**Required Certificates and/or Licenses:**

Licensed Clinical Social Worker or Licensed  
Counselor

**FLSA Status:**

Exempt

**Continuing Education/Training:**

Maintain Licensure

**Clearances:**

Criminal Justice Fingerprint/Background  
Clearance

**Employee Type:**

Certified

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