



Job Description

Job Title:	Special Services Counselor	Grade:	K
Department:	Counseling and Advising Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of moderately complex administrative and clerical tasks related to determining the extent and nature of support services that specific students with disabilities receive.

Characteristic Duties and Responsibilities:

1. Assists in the recruitment of students with disabilities by providing information to students or parents and developing brochures and other recruiting materials.
2. Interviews and evaluates new students to determine the scope of accommodation necessary in individual cases.
3. Provides personal, academic, vocational, and social counseling for students with disabilities.
4. Serves as informational resource to staff and faculty in regard to accommodations and modifications needed for students with disabilities.
5. Develops and maintains contacts with campus and community groups whose resources can be utilized.
6. Coordinates the provision of support activities and accommodates for individual students.
7. Reviews the records of assigned students periodically to monitor academic progress.
8. Serves as liaison between students and Vocational Rehabilitation Department.
9. Maintains files and records of counseling activities.

Reporting Relationships:

Direction Received: Reports to either Director of Services for Students with Disabilities or Special Services Coordinator.

Direction Given: No authority or responsibility for supervision of others, project direction, or program administration.

Minimum Requirements:

Masters' Degree from a regionally accredited institution in Counseling and one year of Counseling experience.



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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of various disabilities
Knowledge of counseling techniques
Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment