

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

MENTAL HEALTH COUNSELOR

QUALIFICATIONS:

- (1) Valid certificate in school psychology, social work, school counseling, or a valid license as a mental health counselor, social worker or like profession.
- (2) At least three (3) years of successful experience as a school counselor, social worker, school psychologist or any other counselor in the mental health field.
- (3) Experience in the counseling of school age children.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of mental health supports, services, and issues as well as universal screening tools and data management systems. Ability to plan, organize, implement, and monitor programs and services. Facility with public speaking, adult learning, and consultation are highly relevant to this position. Outstanding interpersonal communication and problem-solving skills are needed to work effectively with students, parents, district and school personnel, and community agencies. Computer literacy and organizational skills are essential. Bilingual/biliterate preferred.

REPORTS TO:

Director, Exceptional Student Education and Student Services

JOB GOAL

To provide mental health services to students and families who are identified as needing mental health support.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Assist in the design, implementation, and follow-up of behavioral management programs for students to remediate behavioral and social problems.
- (2) Participate in the development of educational programs for students.
- (3) Participate as a team member in the evaluation of and planning for the progress.
- (4) Provide individual and group counseling to students on a regular basis to include socialization activities.
- (5) Develop and maintain psychological and behavioral data upon request.
- (6) Assist other professionals with student crisis intervention.
- (7) Plan and confer with classroom teachers concerning any behavioral, social or personal problems affecting the students.
- (8) Assist in the development and delivery of in-service activities regarding techniques for remediating behavioral, social or personal concerns of students.
- (9) Perform other duties as assigned by immediate supervisor.
- (10) Ability to work in a constant state of alertness and safe manner.

MENTAL HEALTH COUNSELOR (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently, and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan,
Length of the work year and hours of employment shall be those established by the District.
Ten (10) Months

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 5
Lane 8 of the Instructional Salary Schedule
DOE Job Code 61235

Board Approval 06/11/2018