

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### COORDINATOR OF COUNSELING SERVICES

#### QUALIFICATIONS:

- (1) Minimum of a Bachelor's Degree in education or social work from an accredited educational institution. Master's degree in social work, school psychology or school counseling preferred.
- (2) Minimum of three years experience working in a school setting or social services related field.
- (3) Minimum one (1) year of experience coordinating services to students and families from multiple community agencies
- (4) Certification and / or licensure by the State of Florida.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of children and family systems. Knowledge of community agencies for services to children and families. Knowledge of referral process for accessing services for children and families. Knowledge of school attendance requirements and truancy laws. Ability to relate to people and proficient in conducting parent conferences. Ability to function as a liaison between the home, school, and community by providing a positive approach to dealing with problems of students, parents, and schools. Ability to counsel with families regarding needs for services to help students identified as abused, neglected, or emotionally / behaviorally challenged.

#### REPORTS TO:

Director of Student Services

#### JOB GOAL

Coordinate with outside agencies and/or school district personnel in a timely and efficient manner to provide supports for students/families who are in need of counseling services.

#### Supervises

Mental Health Counselors and Social Workers

#### PERFORMANCE RESPONSIBILITIES:

- 1) Assist schools in counseling and referral of students in need of counseling services.
- 2) Conduct parent interviews to obtain relevant information related to school success.
- 3) Act as liaison between home, school, and community social agencies.
- 4) Assist school with referrals to the Full Service Schools office.
- 5) Collaborate with families' primary care providers and other agencies working with the families to identify gaps and remove barriers to services for students

**Coordinator of Counseling Service (continued)**

- 6) Regularly and closely monitor services to students and families to help ensure continuity of care, and minimize the time that the student or family is without care.
- 7) Provide oversight and supervision of clinical social workers and mental health counselors.
- 8) Provide oversight and supervision of provisional clinical social workers and/or mental health counselors in accordance with Florida Statute 491.0046.
- 9) Develop and maintain records of contact and services provided for all referred students and families.
- 10) Oversee involuntary examinations including intake, discharge and treatment plans. Reporting of all involuntary examinations as defined in section 394.455, which were initiated at the school, on school transportation, or at a school-sponsored activity.
- 11) Participate in student study team meetings and IEP Team meetings as appropriate.
- 12) Make or coordinate home visits as appropriate contact with parents and students.
- 13) Coordinate professional learning and collaboration opportunities regarding clinical interventions.
- 14) Coordinate and conduct support for parent/guardian on mental health resources.
- 15) Remain current on knowledge of and accurate application of state legislation.
- 16) Oversee training of school personnel on procedures, policies and requirements for involuntary examinations.
- 17) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved teacher salary schedule. Length of the work year and hours of employment shall be those established by the District.

**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: 10**

**Salary Lane: Professional PAL4**