

SCHOOL DISTRICT OF DESOTO COUNTY

MENTAL HEALTH COUNSELOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Florida Licensed Mental Health Counselor Certification (LMHC).
- (3) Three (3) years of successful experience in mental health counseling.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws, State Board of Education rules, and School Board policies applicable to assigned responsibilities. Knowledge of child development. Knowledge of services in the community and how to access them. Ability to communicate effectively orally and in writing. Ability to utilize technology to support assigned duties. Ability to work cooperatively with others. Ability to interview, assess, and evaluate. Ability to organize and manage time.

REPORTS TO:

Director/Associate Director of Student Services

JOB GOAL

To implement and coordinate the academic and mental health needs for targeted students and families.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

Planning/Preparation

- *(1) Create or select short- and long-range plans based on the individual needs of the student.
- *(2) Identify specific intended outcomes for students and their families.
- *(3) Plan and prepare a variety of interventions for students and their families considering individual student's culture, learning styles, special needs, and socio-economic background.

Administrative/Management

- *(4) Use time effectively.
- *(5) Manage materials effectively.
- *(6) Adhere to school rules, administrative regulations and Board policies.
- *(7) Establish and maintain effective and efficient record keeping procedures.
- *(8) Use technology resources effectively.

Assessment/Evaluation

- *(9) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- *(10) Assess identified students' mental status.

*Updated: April 23, 2024
Effective Date: July 1, 2024*

MENTAL HEALTH COUNSELOR (Continued)

- *(11) Assess community resources to assist overall functioning of the child.
- *(12) Provide therapy for student in need.
- *(13) Interpret data for diagnosis and to improve student performance.
- *(14) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues.

Intervention/Direct Services

- *(15) Demonstrate knowledge and understanding of service area.
- *(16) Communicate high learning expectations for all.
- *(17) Serve as advocate for identified students.
- *(18) Counsel students and the parents/guardians of students whose behavior, school programs, mental and/or physical handicap or condition indicates needs for assistance.
- *(19) Work with personnel at assigned schools to schedule, as needed, and lead group or individual counseling sessions to enhance the development of individual students and to provide support.
- *(20) Conduct home visits as requested or necessary.
- *(21) Recognize overt indicators of student distress, neglect or abuse and take appropriate action based on school procedures and law.
- *(22) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- *(23) Assist students with health and hygiene needs as required.
- *(24) Provide crisis assistance.
- *(25) Provide Baker Act assessments and crisis assistance.
- *(26) Provide truancy intervention.
- *(27) Address mental health and mental illness.

Technology

- *(28) Assist families in identifying technology resources in the community to enable them to fulfill their individual need.
- *(29) Use technology to establish an atmosphere of active learning.
- *(30) Provide students with opportunities to use technology to gather and share information with others.
- *(31) Use technology to review student assessment data.
- *(32) Use technology for administrative tasks.

Collaboration

- *(33) Serve as liaison between student, parents/guardians, school and community resources.
- *(34) Serve as consultant to school personnel regarding students and/or situations which are not referred for direct services.
- *(35) Consult with parents, teachers and other school personnel to determine cause(s) of problems and to offer suggestions to facilitate effective solutions.
- *(36) Refer students for medical, psychiatric and other examinations and tests that may disclose causes of problems and an indication of remedial measures.
- *(37) Work effectively with parents.

Staff Development

- *(38) Develop and implement an annual Professional Development Plan in accordance with district and state requirements.
- *(39) Provide information to and/or inservice for teachers, administrators, and other school staff.
- *(40) Keep abreast of current trends in mental health counseling.
- *(41) Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.

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MENTAL HEALTH COUNSELOR (Continued)

Professional Responsibilities

- * (42) Maintain professional and ethical standards as outlined by the Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling
- * (43) Prepare all required reports and maintain all appropriate records.
- * (44) Use positive interpersonal skills to encourage cooperative efforts between staff, students, families, and the community.

*Perform other duties as assigned.

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 compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **ES, SS, BS**

EVALUATION:

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