

Intensive Support Counselor

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| DEPARTMENT: | Guidance | REPORTS TO: | Principal or Asst. Supt of Student Services |
| WORK SCHEDULE: | 12 months | COMPENSATION: | Support Salary Schedule |
| FULL/PART TIME: | Full time | FLSA STATUS: | Exempt |

Position Description

Plan, organize, coordinate, and implement the district's wellness and mental health support programs at the primary, intermediate, or secondary level(s) to successfully meet the educational needs of Kirkwood School District students. Maintain confidentiality of student and staff information. Act as a representative of the district with a high level of customer service responsibility serving students, interacting with parents and staff.

| Task Title | Essential Job Functions | Percent of Time Spent |
|---|--|-----------------------|
| Delivery of Intensive Supports | <ul style="list-style-type: none"> • Leverage available data sources to identify at-risk students. • Respond to immediate needs of students in crisis. • Support and follow up with at-risk students. • Coordinate support groups and re-entry counseling and plans. • Provide necessary teacher training to maximize student success. • Complete risk assessments, coordinate therapy options, provide therapy and family resources, and develop support plans for student success. • Carry a caseload of 10–12 students for individual support. | 40% |
| Staff and Family Communication | <ul style="list-style-type: none"> • Consult with teachers, staff, and students' families regarding student needs. • Provide parent education and resources, staff training, and coordinated mental health supports. • Develop and implement preventative programming with teachers and students. • Work alongside grade-level team to support student needs. • Mentor a team of socio-emotional staff to support students. | 30% |
| Student Testing, Attendance, and Scheduling Support | <ul style="list-style-type: none"> • Assist with the coordination of state and local testing. • Track student attendance. • Support the scheduling process. | 30% |

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees

- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a small team or program

Qualifications

Required

- **Education:** Master of Social Work, Mental Health Counseling, or a related field
- **Previous Work-Related Experience:** At least two years of experience working as a counselor, social worker, or psychologist
- **Licensure:** Missouri school psychologist certificate or Licensed Professional Counselor, Licensed Clinical Social Worker, or related field

Preferred

- Trauma-informed training

Knowledge & Skills

Knowledge

- **Basic:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions and basic office tasks.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- **Advanced:**
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Learning, Active Listening, Coordination, Critical Thinking, Judgement/Decision-Making, Reading Comprehension, Service Orientation, Social Perceptiveness, Speaking, Time Management,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Writing, Complex Problem Solving, Instructing, Monitoring, Negotiating, Persuasion, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Learning Strategies

- **Rarely (Less than 1 hour or 12% of the day):** Management of Financial Resources, Management of Material Resources, Management of Personnel Resources, Mathematics, Quality Control Analysis, Systems Analysis, Systems Evaluation, Technology Design

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Color Vision, Sitting, Walking
- **Occasionally (Up to 2.5 hours or 32% of the day):** Climbing, Multi-limb coordination, Reaching, Repetitive motion, Standing
- **Rarely (Less than 1 hour or 12% of the day):** Carrying/Lifting, Crouching/Kneeling, Pulling/Pushing

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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