

JOB DESCRIPTION

____ PATERSON BOARD OF EDUCATION

ALTERNATIVE EDUCATION
3207 School-Based Therapist/Counselor
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JOB TITLE: School-Based Therapist/Counselor

REPORTS TO: Director/Principal of Alternative HS

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

The School Based Therapist/Counselor delivers individual and group therapy to students. The clinician will be responsible for individual, parent/student, family and group services, complete assessments on identified students, monitoring student performance, consulting with the instructional staff to assist them in providing strategies for student social and personal growth, coordinating services for and communications with a student's family and other social service resource and provide consultation and professional development programs to staff. In addition, school-based therapists will provide outreach, educational and consultative services to the community, as well as conduct risk-assessments. The School Based Counselor is a part of the therapeutic team and will provide quality services to our students while ensuring the maintenance of standards for compliance with regulations and licensure. This Therapist will comply with school district administrative procedures.

QUALIFICATIONS:

The School-Based Therapist/Counselor shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a School-Based Therapist/Counselor endorsement (N.J.A.C. 6:11-11.8) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
2. Hold and maintain a valid driver's license with no serious violations.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Have experience in teaching and working with adolescents in an alternative school setting.
5. Demonstrate knowledge and understanding of child growth and development, community social service resources, and current social work issues.
6. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.

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7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations when social work services and teaching were performed.
4. Official college transcripts.
5. Employment interview.

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EMPLOYMENT TERMS:

The School-Based Therapist/Counselor shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The School-Based Therapist/Counselor shall:

1. Provide the training and the tools that will enable parents to understand and meet their child's social and emotional needs.
2. Individual therapy with students
3. Therapeutic Groups sessions with students experiencing behavior or therapeutic issues
4. Classroom observations of students:
5. Weekly communication with parents and/or guardians
6. Complete clinical documentation
7. Consult with school personnel on strategies for working with students including behavioral and resiliency based interventions;
8. Create treatment goals, contribute, where appropriate, in conjunction with Child Study Team, in prepare behavior contracts, monitor student's progress, and write progress reports;
9. Complete required written reports such as: progress notes and summaries.
10. May facilitate learning experiences for school staff members on resiliency, behavior and classroom management, specialized treatment topics, or other learning needs as identified by school personnel.
11. Collaboration with community agencies to develop cooperative and positive relationships.
12. Work as a positive team member supporting the team's mission and goals, consistently working in a trusting and cooperative manner with fellow team members and supporting the team's common operating approach.
13. Accepts professional responsibility and serves as a role model for positive, pro-social behavior; modeling respect, responsibility, integrity, empathy, impulse control, emotional self-awareness, and professional boundaries.
14. Provide on-going communication regarding therapeutic strategies, interventions, case needs/concerns
15. Coordinate with affiliated service providers to identify community supports and promote overall continuity in care.

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JOB FUNCTIONS AND RESPONSIBILITIES:

The School-Based Therapist/Counselor shall:

16. Attend mandatory monthly staff meetings and any other assigned in-services and / or training's.
17. Perform independently other duties as assigned.
18. Completes weekly communication with the parents and/or guardians of the students.
19. The School Based Counselor will complete documentation of all services.
20. Incorporate principles of trauma informed care in all areas of service delivery.
21. Assume leadership and cooperative roles in identifying and working with students with social problems and conditions that may interfere with effective learning.
22. Serve as the school liaison to all community agencies by consulting and collaborating regularly with school personnel, social agencies, and other community resources to establish and provide coordinated social services to students and families.
23. Attend juvenile court, probation and/or the Division of Youth and Family Services (DYFS) hearings, when requested, as a representative of the school.
24. Visit pupil homes when appropriate or upon request of the principal or supervisor.
25. Attend required staff meetings and serve, as appropriate, on staff committees.
26. Participate in faculty, school, parent, and community meetings and programs, sharing observations, issues and resources available.
27. Conduct or provide social services related staff development sessions for staff members and educational programs for parents.
28. Complete in a timely fashion all records and reports as required by law and regulation or requested by supervisors.
29. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
30. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
31. Recommend policies and procedures that promote a healthy and supportive school environment. Consult with the principal about social adjustment issues and factors.

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JOB FUNCTIONS AND RESPONSIBILITIES:

The School-Based Therapist/Counselor shall:

32. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
33. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
34. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
35. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or supervisor and not otherwise prohibited by law or regulation.
36. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

SKILLS

- Excellent interpersonal and communication skills, including the ability to develop effective and meaningful relationships with clients.
- Must be able to remain calm in a crisis situation, identify underlying causes of problem situations, resolve conflicts, and de-escalate potentially explosive situations.
- Must be a team player.
- Must have the ability to maintain confidentiality; negotiating and problem solving skills are also essential.
- Must be willing to work independently and follow defined processes. Initiative and persistence will be needed to achieve the defined goals.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

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PHYSICAL DEMANDS:

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of Alternative Education/ the Assistant Superintendent or his/her assignee shall evaluate the School-Based Therapist/Counselor in accordance with Policy Nos. ____ Regulation Nos. ____ this Job Description and such other criteria as shall be established by the Board of Education.


Approved

8/13/19
Date