JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

JOB TITLE: **BEHAVIORAL HEALTH COUNSELOR**

REPORTS TO: The Principal and Supervisor of Special Projects

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing Tier 3 school-based intensive mental and behavioral health services to students who qualify. Service areas may include, but are not limited to, depression, anxiety, school phobia, grief/loss, and developing social-emotional skills and attitudes to enhance the student's educational and life experiences.

QUALIFICATIONS:

The Behavioral Health Counselor shall:

1. Hold a valid New Jersey license such as Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), or Licensed Marriage Family Therapist (LMFT).
2. Hold a valid New Jersey School Counselor or Student Assistance Counselor endorsement.
3. Have excellent experience in teaching or/and working with adolescents who have various mental and/or behavioral health needs.
4. Demonstrate knowledge and understanding of child growth and development, strategies for effective career and educational planning, learning assessment and diagnosis, current research related to learning, and the mental/behavioral health resources available in the school and community to assist students, teachers and families/caregivers.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff, administration, families/caregivers, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

8. Demonstrate the ability to listen well to student needs and concerns.

9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.

10. Provide proof of eligibility to work in the United States by completing the I-9 form.

11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

12. 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.

13. Pass the State-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

14. 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 and observations of teaching and guidance performance.

4. College transcripts.

5. Employment interview.

EMPLOYMENT TERMS:

The Behavioral Health 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 a non-aligned contract.

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 Behavioral Health Counselor shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Develop attainable goals with the student and then monitor a sequential action plan.
3. Ensure that the review, evaluation, and selection any materials and distribution of materials meet affirmative action mandates and are free from discrimination and stereotyping.
4. Provide Tier 2/3 school-based counseling of students referred by self, teachers, parents, and Pupil Services as needs of students warrant, which include but not be limited to: peer mediation, conflict resolution, new students, and children dealing with social/emotional dysregulation due to divorce, bereavement, self-worth, etc.
5. Provide Tier 2/3 school-based group counseling to plan and facilitate counseling groups as needs of students warrant, which would include but not be limited to: groups for peer mediation, conflict resolution, new students and children dealing with social/emotional dysregulation due to divorce, bereavement, self-worth, etc.
6. Assist in planning an Orientation/Transition Program along with administration and assist in planning and implementing orientation programs. This includes in-district orientations from primary to intermediate to middle schools, as well as out-of-district transitions from middle to high school and to and from other public and private schools.
7. Provide frequent consultation with families/caregivers, classroom teachers and grade-level interdisciplinary teams regarding relevant academic, social, or emotional needs of students.
8. Develop and plan workshops for staff and families/caregivers related to mental well-being and behavioral health.
9. Provide articulation with administration, Pupil Personnel Services staff, in-district School Counseling Department and High School Counseling Department.
10. Make referrals to and articulate with outside agencies, including but not limited to: NJ Division of Youth and Family Services, law enforcement agencies, Big Brothers/Big Sisters, substance abuse programs, hospice and bereavement programs, Community Mental Health agencies, Crisis Intervention Units, and, upon family/caregiver releases, private therapists.
11. Collect and analyze data related to student progress. Make monthly reports to administration regarding student progress and program evaluation.
12. Provide counseling services, including crisis intervention, to students experiencing difficulty with student growth and performance, and in coordination with families/caregivers refer students to other resources and agencies as needed.

13. Coordinate, with families/caregivers, any outside counseling students are receiving to ensure consistency of services.
14. Maintain student records and ensure their confidentiality.
15. Work closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
16. Maintain a close relationship with the Child Study Team and School Counselors.
17. Work closely with, and involve families/caregivers in planning students' behavioral health goals.
18. Work closely with school behaviorists to discuss student needs and collaborate on behavioral health goals when needed.
19. Participate in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the mental health and SEL program being offered by the school.
20. Develop a consultation list of exited students to ensure their needs are being met.
21. Attend MTSS & I&RS meetings when behavioral, social, or emotional needs are described and anytime requested by administration.
22. Maintain a professional office environment.
23. Provide, if assigned substance abuse responsibilities, a program consistent with code (N.J.A.C. 6:29-6 et seq.) and local policies and regulations.
24. 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).
25. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
26. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
27. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Pupil Services and not otherwise prohibited by law or regulation.
28. 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.
29. Follow the ethical standards for school counselors set forth by the American School Counselor Association.

30. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation, such as Anti-Bullying Specialist.

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. 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. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.

3. Communicate, convey or exchange information effectively.

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 Principal and Supervisor of Special Projects shall evaluate the Behavioral Health Counselor in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: