

# Licensed Chemical Dependency Counselor (LCDC)

## Job Description



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| <b>Job Title:</b>     | Licensed Chemical Dependency Counselor (LCDC)          | <b>FSLA:</b>          | Exempt       |
| <b>Reports to:</b>    | DAEP Principal and Director of Guidance and Counseling | <b>Pay Grade:</b>     | Admin/Prof 4 |
| <b>Dept. /School:</b> | Knippel Education Center (DAEP)                        | <b>Calendar Days:</b> | 192          |
|                       |  | <b>Revised:</b>       | 5.27.2025    |

### Primary Purpose

The Licensed Chemical Dependency Counselor (LCDC) provides counseling and intervention services to students in the Disciplinary Alternative Education Program (DAEP), addressing substance use and behavioral challenges to support their academic growth, social-emotional well-being, and successful return to their home campuses.

### Qualifications

#### Education/Certification/Experience:

- Bachelor's degree from an accredited college or university
- Valid Texas Licensed Chemical Dependency Counselor (LCDC) license
- Crisis prevention/intervention certification preferred

#### Special Knowledge/Skills:

- Strong understanding of chemical dependency and adolescent development (K–12)
- Knowledge of child development, with emphasis on adolescent needs
- Ability to engage students across diverse age groups and developmental stages
- Ability to work effectively with students and manage their behavior
- Excellent counseling, communication, and crisis intervention skills
- Knowledge of restorative practices and behavior management within disciplinary settings
- Skilled at collaborating with school staff, families, and community partners
- Exceptional organizational, interpersonal, and communication abilities
- Proficient in instructing students and managing their behavior effectively
- Experienced in presenting information to individuals, small groups, and large audiences, including students, parents, and district staff

#### Experience:

- Minimum two years of counseling experience in a drug intervention program
- Experience working with substance use issues and behavioral challenges in school or youth settings preferred

### Major Responsibilities and Duties

1. Provide direct services to students who are referred for substance abuse problems
2. Assess referred students to determine the extent of substance abuse problems
3. Contact and assist parents in referral to treatment with outside agencies
4. Provide group and individual counseling for students currently involved in substance abuse, recovering from substance abuse or dealing with other addictions
5. Serve as a liaison to coordinate school services with outpatient and inpatient substance abuse agency services

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6. Provide group and individual counseling for students returning from treatment for substance abuse
7. Provide group and individual counseling for students whose parents are substance abusers
8. Coordinate assessment, referral and counseling services with appropriate staff and agencies including Youth Service Workers, Children's Protective Services, etc.
9. Act as a resource for substance abuse prevention for high school and feeder school principals upon request
10. Provide consultation and/or in-service to principals, counselors, teachers and parents
11. Assist in identification and educational planning for students with substance abuse problems
12. Teach methods of intervention and group counseling to counselors who provide services to students with substance abuse problems
13. Consult and assist in activities which will improve services in the areas of identification, assessment, prevention and/or intervention methods related to substance abuse
14. Performs other appropriate duties as assigned by the principal or director of guidance and counseling

### Supervisory Responsibilities

None

### Evaluation

The evaluation of the Licensed Chemical Dependency Counselor is a responsibility resting with the DAEP Principal. An evaluation shall be completed in writing at least once during the course of each school year.

### Work Environment

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.