AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**LICENSED MENTAL HEALTH PROFESSIONALS**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PRF 5**	DUTY DAYS:	**197**	DATE REVISED:	**02/26/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

Position requires a Master's degree in Social Work, or related counseling field with a current Texas license as either, a Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), or Licensed Professional Counselor (LPC). Incumbent is responsible for maintaining active licensure throughout employment. A minimum of 3 years' related experience in the area of social services connected with education is preferred. Bilingual English/Spanish preferred. A valid Texas driver's license is required.

SKILL REQUIREMENTS:

This position requires thorough knowledge of Austin ISD policies, procedures and academic requirements, district and campus organizational structures, and available campus and community resources. Incumbent must have a thorough knowledge of social services and programs available to meet a range of mental health, physical health, academic, and social service needs, as well as knowledge of state, local, and federal laws impacting the lives of students (e.g., laws regarding child abuse and neglect). Incumbent must also have experience in crisis response. Incumbent must have the ability to conduct interventions within a broad range of settings in a professional manner and with acumen.

Incumbent must be able to work independently demonstrating persistence, self-motivation, and excellent communication, organizational and time management skills. Incumbent must work effectively within a multidisciplinary team, maintain appropriate boundaries, and serve as a liaison between school and community. Incumbent must be able to manage a student caseload for multiple campuses simultaneously.

JOB PURPOSE AND RESPONSIBILITY:

This is a District level position, and the primary role of a Licensed Mental Health Professional is to identify and assist students, families, and school systems in overcoming barriers that interfere with learning through the use of assessment, counseling, consultation, and coordination of school and community resources. The Licensed Mental Health Professional utilizes knowledge of human behavior, social, emotional, and community systems to guide service delivery. The incumbent must have general knowledge of, and function within, the district Response to Intervention (RTI) framework, and structure interventions accordingly.

ESSENTIAL FUNCTIONS:

- Conduct assessments of individuals and families with the goal of improving student social, emotional, behavioral, and academic outcomes.
- Conduct reliable and valid assessments of students and families to inform the design of interventions to remove barriers to learning.
- Complete assessment of campus needs to prioritize service delivery.
- Provide consultation to school personnel, parents/guardians, and community partners for the purpose of enhancing their understanding of student needs, developing effective interventions, and building school capacity.

- Collaborate with campus Child Study Systems to increase accessibility and effectiveness of services.
- Act as a liaison with community agencies to ensure continuity of services.
- Serve on the district crisis team.
- Facilitate crisis response at designated vertical team campuses, as well as providing support as needed during district wide crises.
- Demonstrate the understanding and use of evidence-informed practices in their interventions.
- Utilize data in assessing needs of, and planning interventions for individual students, groups, and/or the whole school population.
- Design and provide professional development and workshops to administrators, faculty, and community members to support the understanding of social and emotional barriers to learning.
- Maintains accurate, complete, and punctual records, as well as safeguards the privacy and confidentiality of information as required by law, district policy, and licensing requirements.
- Demonstrates a commitment to the values and ethics of the individual's professional code of ethics.
- Meet the minimum professional development requirements as set forth by the licensing board.
- Adhere to state and District mandated reporting requirements as they pertain to safety concerns.
- Ensure that students and their families are provided services within the context of multicultural understanding and competence.
- Utilizes evidence-informed practices, skills, and techniques that reflect the understanding of the role of culture in the helping process.
- Empower students and families to gain access to and effectively utilize school and community resources.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

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Lifting: Regular light lifting and carrying (less than 15 pounds); may require occasional heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non-ambulatory students, and lift and move adaptive and other classroom equipment

Environment: Normal office setting, several school campuses, and the community. travel to visit homes and other locations Work inside; may work outside; regular exposure to noise; exposure to biological hazards

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours; Work with frequent interruptions;

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	