



## SOCIAL WORKER/ PROFESSIONAL COUNSELOR

Rev. July 2025

**Job No.:** 304

**Reports to:** Director, Counseling Services

**Dept./Campus:** Pathways & Advanced Academics

**FLSA Status:** Exempt

**Pay Grade:** 304

**Term:** 210 days

### PRIMARY PURPOSE

To provide school based therapeutic services to Leander ISD students and families so that they are able to achieve a sense of safety, stability, and healthy wellbeing in order to be successful in school.

### MAJOR RESPONSIBILITIES AND DUTIES

- Provide screening and assessment for students having difficulty functioning in school or home environment.
- Provide individual weekly, bi-monthly or monthly therapy and/or case management with students, ages ranging from 4-22 years and caregiver(s) whose child is enrolled in Leander ISD.
- Provide family counseling and/or case management on weekly, bi-monthly, or monthly basis with identified student(s) and caregiver(s).
- Provide small group therapy with Leander ISD students.
- Collaborate with Student and Family Support Team members
- When needed, assist families by making referrals to outside providers.
- Communicate effectively with students, parents, and staff.
- Coordinate, manage, and provide clinical support during campus-wide crisis response.
- Provide individual crisis intervention with students and caregivers including suicide screeners.
- Train counselors and appropriate administrative staff to utilize the district suicide screening tool and district wide crisis plan.
- Provide trainings and presentations to district employees and community members.
- Provide thorough documentation and records for all sessions with clients.
- Provide consultation to district staff.
- Develop various supporting documents and procedures for the district relating to student safety, mental health, and wellness.
- Maintain Suicide Risk Screening tool to ensure it continues to meet best practice guidelines.
- Update Leander ISD Community Resource Guide annually.
- Provide outreach and maintain relationships with various community resources.
- Participate in weekly clinical meetings/peer consultation with Student and Family Services Team members
- Ability to make multiple school visits in a day.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

**Education/Certification/Experience:**

- Master's degree in social work or counseling related field LCSW, LPC or LMFT preferred
- Valid Texas social worker, LPC or LMFT license
- Experience in providing school based therapeutic services.
- Bilingual preferred.

**Knowledge/Skills/Abilities:**

- Knowledge of community resources available.
- Skill in clinical assessment and delivery of school-based individual, group, and family psychotherapy; case management, including assessment and referral to appropriate community resources; public relations; public speaking; and organization.
- Ability to provide clinical judgment based on appropriate Texas Behavioral Health Executive Council code of ethics and district policies; provide leadership during crisis situations; establish and maintain effective, open communication with students, parents, teachers, and administrators; perform duties both autonomously and collaboratively within a team; interpret laws, policies, and procedures.

**Mental/Physical/Environmental Demands**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.