



PECOS-BARSTOW-TOYAH ISD

Job Title:	Licensed Professional School Counselor	Exemption Status/Test:	Exempt/Administrative
Reports to:	Campus Principal	Pay Grade:	Auxiliary/Maintenance
Dept./School:	Assigned Campus	Date Revised:	10.10.2021

Primary Purpose:

Provide on-going counseling services for students who may not be able to access “therapy” outside of school due to financial barriers, stigma related to going to a therapist, lack of transportation, etc. Assess how to best meet the needs of a student's underlying presenting problems that are often not directly tied to academic outcomes but inherently affect the student's ability to be successful in school.

Qualifications:

Education/Certification:

Master's degree in counseling from an accredited college or university
Current LPC License to practice in Texas

Special Knowledge/Skills:

Knowledge of counseling procedures, student appraisal, and career development
Excellent organizational, communication, and interpersonal skills
General knowledge of behavior principles
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district personnel
Knowledge of individual and group counseling skills
Advanced training in Restorative Practices/Circles
Bilingual proficiency in the Spanish language desired

Experience:

Three years of creditable experience as an LPC in the school setting, private practice, mental health agency, or other

General Responsibilities and Duties:

- Support and align work with the mission, vision, and beliefs of the District.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

Major Responsibilities and Duties:

Counseling

1. Provide ongoing counseling for mental and emotional support.
2. Provide crisis response and referrals (suicide ideation protocol, re-entry team meetings, counseling sessions for DAEP placement for drug/alcohol offense, coordinate services to and from behavior hospital, referrals to counseling resources, threat assessment team member.)
3. Use accepted theories and practical techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal and social development.
4. The ability to provide a higher level of confidentiality since the focus of treatment by the LPC's are not tied to academic goals or outcomes; therefore, not shared in ARD/504 meetings.
5. Provide support groups for mental health issues, grief, and adjustment to high school.

Consultation

6. Coordinate school, home, and community resources and refer students, parents, and others to special programs and services as needed.
7. Work collaboratively to advocate for individual students and specific groups of students.
8. Work closely with the school nurse, attendance clerk, threat assessment team, outside referrals, transition plans, and wrap-around services.

Assessment

9. Assessment, evaluation, and treatment of mental health issues.

Program Management and Administration

10. Provide universal training to students and staff on social-emotional learning/lessons.
11. Support school climate and culture initiatives.
12. Facilitate a lead mental health awareness club on campus.
13. Comply with federal and state law policies, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations
14. Adhere to legal, ethical, and professional standards for licensed professional counselors including current professional standards of competence and practice.
15. Contribute to the planning and implementations of parent involvement activities. Develop and conduct parenting training and support groups.

Other

16. Keep the principal and supervisor informed of relevant issues.
17. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise assigned counseling aide(s) and clerical employee(s).

Mental Demands/Physical Demands/Environmental Factors:

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 a mouse; occasional reaching; and frequent walking

Lifting

- Occasional light lifting and carrying (less than 15-pounds)

Environment

- May work prolonged or irregular hours; inside and outside

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.

Reviewed by: _____ Date: _____

Received by: _____ Date: _____