



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: Mental Health Counselor
REPORTS TO: Executive Director of Student Services
DEPT/SCHOOL: Assigned Campus (s)

WAGE/HOUR STATUS: Exempt
PAY GRADE: Professional (2)
DAYS EMPLOYED: 197
DATE REVISED: January 2025

PRIMARY PURPOSE:

To provide services that support the overall mental health and trauma-informed goals of the district. Responsible for providing services related to the delivery of mental health care to assigned clients throughout Seguin ISD and will provide consultation services to school staff to support the overall mental health goals of the district.

QUALIFICATIONS:

Education/Certification:

- Must have a Master's degree in Psychology, Counseling, or Social Work.
- Experience working with students and families in a school setting is preferred.
- Candidates must possess, or be eligible for and working towards, Texas State Licensure as a professional counselor or clinical social worker.
- Bilingual in English and Spanish - preferred

Special Knowledge/Skills:

- Knowledge and experience of trauma informed practices.
- Knowledge and experience providing evidence based mental health interventions.
- Knowledge of community resources and their impact upon youth and families.
- Ability to develop, interpret and implement programs and curriculum.
- Ability to follow guidelines and be adaptable to change.

MAJOR RESPONSIBILITIES AND DUTIES:

Performance Effectiveness: Instructional Program and Supports

1. Provides direct mental health services, to include crisis interventions to entire district, intake assessments, and individual, family, and group therapy, to assigned clients.
2. Provides follow-up and implementation or reintegration plans for students who are returning to school from hospitalizations or facility stays; and comprehensive follow up to all clients served.
3. Completes master treatment plans and treatment plan updates.
4. Maintains complete and timely documentation to support services rendered.
5. Furnishes required reports to DFPS, legal systems, or other involved agencies, as necessary.
6. Testifies in court as required.

7. Provides consultation for school staff regarding mental health issues within the boundaries of the Texas Behavioral Health Executive Council rules and regulations, which includes confidentiality.
8. Provides appropriate in-service training to school staff.
9. Engages and collaborates with district staff and project partners through individual meetings, advisory meetings, regular newsletters, website and other electronic, or social media sites as deemed appropriate.
10. Participates in the collection of mental health information and student outcome data to be used for monitoring the overall performance and effectiveness of services provided.
11. Update parents on treatment plans and provide referrals for outside counseling.

Personal Effectiveness:

1. Take initiative to assist teachers or students as appropriate.
2. Works in harmony with peers and associates.
3. Responds to suggestions for improvement in a positive manner.
4. Displays professionalism in dealing with students, parents, staff, and community.
5. Is punctual.
6. Maintains compliance with attendance requirements.
7. Maintains a professional appearance.
8. Mentally alert and physically able to perform the job functions.
9. Displays self-control and tact.
10. Collaborates in problem solving.
11. Follow district guidelines as instructed.
12. Seeks professional growth through continuing education and staff development.
13. Ability to travel to all campuses throughout the district
14. Ability to transport materials/supplies to be used in presentations and in work sessions.
15. Performs other duties as assigned.

EVALUATION:

All employee's performance will be evaluated at least annually in accordance with Board Policy DNA (local). Evaluation is designed to improve the quality of instruction and employee performance which may affect employment recommendations. Each employee will sign receipt of the Job Description/Evaluation form at the beginning of each year. At the time of the annual evaluation review, the employee

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date Received _____