

United Independent School District

Department of Human Resources

Licensed Professional Counselor-Mental Health Support

Guidance and Counseling Department

Primary Purpose:

Builds students' capacity for positive academic, social, emotional and mental well-being through individual and small group sessions. Works closely with the Director of Guidance and Counseling, Special Education Executive Director, Directors and Coordinators, school counselors to facilitate and implement mental health support services for students to assist in establishing safe and successful learning environments.

Funded by Title IV, Part A with the primary purpose of supporting grant activities aimed at developing, implementing, and evaluating comprehensive programs and activities that create a safe school environment.

Educational Qualifications:

- Licensed Professional Counselor (LPC) in the state of Texas
- Bilingual-English and Spanish, preferred
- Knowledge and experience of evidenced and research-based counseling strategies/interventions
- Experience in providing mental health counseling and support for all students
- Strong communication skills, Verbal, Written and Presentation
- Experience working with various school-age students in the provision of counseling services

Major Responsibilities and Duties:

1. Collaborates with school counselors to identify students needing mental health counseling services.
2. Collaborates with parents on services being provided to their child and obtains parental consent prior to the start of mental health counseling services.
3. Provides individual and small group mental health counseling services for general education students.
4. Consults with counselor of record regarding students receiving special education services on their IEP.
5. Implements evidence and research-based counseling interventions and modifies interventions based on student needs.
6. Gathers data to ensure that student(s) are achieving counseling goals.
7. Implements evidenced and research-based counseling interventions and modifies interventions based on student needs.
8. Maintains and tracks documentation/progress on mental health counseling services and shares information with school-based personnel, i.e., school counselor, RtI Team, 504 Committee, and/or ARD Committee.
9. Documents information of student's being provided mental health counseling services to the Director of Guidance and Counseling and Executive Director of Special Education.
10. Complies with district, state and federal policies and procedures.
11. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
12. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
13. Assists in maintaining a safe and healthy work environment.
14. Performs any other duties as assigned by the Director of Guidance and Counseling.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

15. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, computers, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
16. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; occasional prolonged and irregular hours. Some bending, lifting and stooping while performing job related functions.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

Terms of Employment:

Wage / Hour Status: Exempt

Minimum Salary: \$56,192

Pay Grade: 2

Minimum Work Days: 207

Months: 11

Date Last Revised: 07/24

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