

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Counselor, Exceptional Education School **Job Code:** 61235
Job Classification: 10 Pupil Personnel Services **EEO Line:** 37
Job Class Category: B Instructional Specialists **Job Description Supplement Code:**
Reports to: ESE Department Director **Salary Locator:** Instructional Schedule

PCSD position – Mental Wellness Counselor

SUMMARY:

To provide mental health services to students who are identified as emotional/behavior disorder and their families.

QUALIFICATIONS:

- (1) Licensed Florida Mental Wellness Counselor
- (2) Three (3) years' experience with emotionally/behavior disorder students preferred
- (3) Three (3) years' experience in counseling processes with adolescents preferred
- (4) Highly qualified as per NCLB guidelines
- (5) Satisfactory criminal background check
- (6) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (5) Ability to provide support to parents of students who are emotionally/behavior disorder
- (6) Ability to provide individual and group counseling to students identified as emotionally/behavior disorder per IEP or as instructed.
- (7) Skill in guiding and directing emotionally/behavior disorder students in developing appropriate behavioral strategies and improving self-esteem
- (8) Ability to serve as a staff participant with other instructional personnel
- (9) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your profession.
- (2) Assist in the design, implementation, and follow-up of behavioral management programs for students to remedial behavioral and social problems
- (3) Participate in the development of the individual educational programs for students
- (4) Participate as a team member in the evaluation of and planning for the student's progress
- (5) Provide individual and group counseling to students on a regular basis to include socialization activities
- (6) Develop and maintain psychological and behavioral data upon request
- (7) Assist other professionals with student crisis intervention; examine issues like substance abuse, anger management, depression, academic, family, emotional and relationships
- (8) Plan and confer with classroom teachers concerning any behavioral, social or personal problems affecting the students.
- (9) Assist in the development and delivery of in-service activities regarding techniques for remediating behavioral, social or personal problems of students.
- (10) Work with individuals, groups and communities to improve mental health
- (11) Evaluate each student's performance and growth in knowledge and aesthetic understandings, and prepare progress reports

- (12) Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
- (13) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (14) Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (15) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (16) Attend required staff meetings and serve, as appropriate, on staff committees.
- (17) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (18) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (19) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (20) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (21) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (22) Communicate with parents and school counselors on pupil progress
- (23) Perform any other duties as assigned by Department Director

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or 10 pounds of force constantly to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

Pending