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| <b>Job Title:</b>     | Student Support Counselor            | <b>Wage/Hour Status:</b> | Nonexempt                  |
| <b>Reports To:</b>    | Director of Guidance<br>& Counseling | <b>Pay Grade:</b>        | Admin Professional Group 4 |
| <b>Dept. /School:</b> | Student Services/<br>Assigned Campus | <b>Date Revised:</b>     | 04/03/2018                 |

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**Primary Purpose:**

Provide individual, family, and group counseling to students in grades K-12 and provide proactive interventions to an at risk population.

**Qualifications:**

**Education/Certification:**

LPC, LMFT or LCSW

**Special Knowledge/Skills:**

Knowledge and skills of a short-term therapeutic approach as it applies to individual, family, and group therapy. Knowledge and skills related to crisis intervention.

**Experience:**

Experience with school-aged populations including experience using prevention and intervention skills with students and families.

**Major Responsibilities and Duties:**

**Instructional and Program Management:**

1. Provide individual, family, and group counseling to K-12 students.
2. Provide consultation with parents, teachers, administrators, and other relevant stakeholders to enhance work with students.

**School/Community Relations:**

3. Demonstrate a short-term therapeutic approach in working with students, families, and staff. Participate in campus and district-wide crisis intervention.
4. Provide prevention and intervention support, information, and materials as needed to students, families, and school campuses.
5. Model behavior that is professional, ethical, and responsible.
6. Participate in professional development to improve skills related to job assignment.

**Other:**

7. Work as a liaison between Director of Guidance & Counseling and individual campuses.
8. Comply with policies established by federal and state law, State Board of Education rule, and school board policy.
9. Comply with all district and campus routines and regulations. Maintain a positive and effective relationship with campus and district administration, colleagues, students, parents, and the community.
10. Communicate effectively with campus and district administration, colleagues, students, parents, and the community.
11. Use specialize clinical knowledge and advanced clinical skills to assess, diagnose and treat emotional and behavioral disorders.
12. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Ability to self-organize and pace schedule so that all assigned campuses are served. Travel between individual campuses required. Some flexibility in daily schedule required. Desire to learn new interventions from conferences and material required. Maintain emotional control under stress.

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