



**Job Title:** Responsive Services Counselor

**Exemption Status/Test:** Exempt

**Reports to:** Responsive Services Administrator

**Date Revised:** August 1, 2019

**Dept. /School:** Guidance and Counseling Department

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**Primary Purpose:**

Provide responsive services to individual campuses and the community through district wide: Mental Health Wellness Initiatives, Crisis Management; Interventions for Targeted Students; Trainings; Data Collection and Analysis.

**Qualifications:**

**Education/Certification:**

Licensed Professional Counselor (LPC) or Licensed Master Social Worker (LMSW), or Licensed Specialist School Psychologist (LSSP)

**Experience:**

Two (2) years' school or community based counseling, or social work  
Experience in a K-12 public school preferred

**Special Knowledge/Skills:**

Strong organizational, communication and interpersonal skills  
Knowledge of the types of services provided by school counselors and social workers  
Proficient in technology, including computer skills, Microsoft applications, Google  
Ability to present to students, parents, and staff in one-on-one, small group, and large group settings  
Knowledge of counseling procedures and protocols  
Knowledge of interventions and best practices for students  
Adept at data collection and analysis  
Ability to create PowerPoints for district wide professional development  
Knowledge on best practices and research on mental health  
Ability to create partnerships with mental health agencies and community organizations

**Major Responsibilities and Duties:**

1. Guidance Curriculum:
  - Conduct district wide lessons and presentations for school counselors
  - Use technology to upload and share lessons
  - Research new programs and initiatives to implement district wide
2. Individual Counseling:
  - Provide counseling for students as needed
  - Provide Counseling as a Related Service
3. Small Group Counseling:
  - Provide counseling for students as needed

4. Districtwide Initiatives:
  - Develop and implement You Matter Rallies for individual campuses and at the district level
  - Raise awareness of monthly topics through website announcements, flyers, call outs and other promotions
5. Accountability:
  - Monitor progress of students and all district wide initiatives
  - Keep a daily log of activities
  - Maintain and share weekly Outlook calendar
6. Crisis Management:
  - On call for district wide emergencies
  - Support students making Anonymous Alerts reports
  - Follow up with Content Keeper reports
7. Referrals:
  - Maintain district list of community agencies/resources
  - Provide referrals as necessary

### **Student Management**

8. Demonstrate support for the district's student management policies and procedures

### **Policy, Reports and Law**

9. Support and follow local, state, and federal rules and policies

### **Communications and Community Relations**

10. Establish and maintain a professional relationship and open communication with principal, staff, parents, and the community
11. Articulate the district's mission and strategic plan goals in the area of Guidance and Counseling to the community and solicit support

### **Supervisory Responsibilities**

Directly supervises, none

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Continual sitting and reaching; frequent walking, repetitive hand and arm motions

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged and irregular hours to be on call for crisis; may work inside or outside

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.