

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ESE MENTAL HEALTH COUNSELOR 61235

QUALIFICATIONS:

- (1) Valid certificate in school psychology, social work, guidance counseling or a valid license as a mental health counselor, social worker or like professional.
 - **School psychologist or psychologist must have one of the following:**
Current license as a school psychologist or psychologist, certification by DOE as a certified school psychologist; or Master's, specialist's, or higher degree and the individual is accumulating the experience for licensure or for DOE certification if services are rendered under the general supervision of a licensed psychologist, school psychologist, or DOE certified school psychologist.
 - **Social worker must have one of the following:**
Current license as a clinical social worker; certification by the DOE as a social worker with a master's level degree or higher in social work; a master's degree or higher from a college or university and working under the supervision of a licensed clinical social worker or DOE-certified social worker with a master's degree or higher in social work in order to obtain the work experience necessary for licensure or certification; or certification by the DOE as a social worker with a bachelor's level degree in social work and working under the supervision of a licensed or DOE-certified master's level degree social worker.
 - **Mental health counselor must have one of the following:**
Current license as a mental health counselor; master's degree and provisional license or board registration as an intern and working under the supervision of a licensed mental health counselor.
 - **Guidance counselor must be:** DOE-certified as a guidance counselor and have a master's level degree or higher.
- (2) At least three (3) years experience with emotionally handicapped students.
- (3) Experience in the counseling process with school age children.

KNOWLEDGE, SKILLS AND ABILITIES:

Provide support to parents of students who are emotionally handicapped. Provide individual and group counseling to students identified as emotionally handicapped on a regular basis. Assist with guiding and directing emotionally handicapped students in developing appropriate behavioral strategies and improving self-esteem. Have the ability to serve as a staff participant with other instructional personnel.

REPORTS TO:

Director of Exceptional Education

JOB GOAL

To provide mental health services to students who are identified as emotionally handicapped and their families. Each employee of the School District of Putnam County is charged with modeling the characteristics of citizenship, character education and literacy.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1)* Assist in the design, implementation and follow-up of behavioral management programs for students to remedial behavioral and social problems.
- (2)* Participate in the development of the individual educational programs for students.
- (3)* Participate as a team member in the evaluation of and planning for student progress.
- (4)* Provide individual and group counseling to students on a regular basis to include socialization activities.
- (5)* Develop and maintain psychological and behavioral data.
- (6)* Assist other professionals with student crisis intervention.
- (7)* Plan and confer with classroom teachers concerning any behavioral, social or personal problems affecting the students.
- (8)* Assist in the development and delivery of inservice activities regarding techniques for remediating behavioral, social or personal problems of students.
- (9)* Perform other duties as assigned by immediate supervisor.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or 10 pounds 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 Board's policy on evaluation of personnel.

*Essential performance responsibilities.

Job Description Supplement Code 5
SALARY LOCATOR: Instructional Personnel Salary Schedule

Job Class 10
EEO Line 37