

ST CHARLES PARISH PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: School-Based Mental Health Professional
REPORTS TO: Executive Director of Child Welfare and Attendance and Student Services
FLSA STATUS: Exempt

OVERVIEW OF POSITION: To provide services related to the delivery of mental health care to assigned students at the designated school location and provide consultation services to the school staff to support the overall mental health goals of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1.0 OPERATIONAL DUTIES

- 1.1 Serves on the school-based mental health program task force and actively participates in program development initiatives.
- 1.2 Provides direct mental health services to include intake assessment, individual/group therapy, and crisis interventions to assigned students.
- 1.3 Completes master treatment plans, treatment plan updates, and managed care authorizations.
- 1.4 Provides services both on-site at the school facility and off-site to include the client's home support network.
- 1.5 Maintains regular contact with the parent/guardian of each student.
- 1.6 Provides consultation for school staff regarding mental health issues including classroom observation and appropriate service determination.
- 1.7 Assists in the development of Parent Education curriculum, provides training and support for parents, and assists the school in organizing "Family Night" activities.
- 1.8 Develops support groups for students as needed.
- 1.9 Provides appropriate in-service training to school staff.
- 1.10 Participates in the collection of mental health information and student outcomes data to be used for monitoring the overall performance and effectiveness of services provided.
- 1.11 Consults regularly with Principal and Supervisor and performs such tasks as assigned by supervisors and the Superintendent.

2.0 PROFESSIONAL/STAFF DEVELOPMENT

- 2.1 Develops and implements a professional growth plan related to job responsibilities.
- 2.2 Reads and synthesizes professional literature on assigned areas of responsibility.
- 2.3 Attends, constructively participates in, and follows up on district approved professional activities that present current research and practices.

3.0 PROFESSIONAL ENGAGEMENT

- 3.1 Consistently demonstrates customer excellence standards.
- 3.2 Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- 3.3 Minimizes bias in self and others and accepts responsibility for his/her own actions.
- 3.4 Develops and maintains a safe and caring environment for all of our customers.
- 3.5 Accepts and recognizes the value of the contribution of others.
- 3.6 Treats all stakeholders in a respectful and helpful manner.
- 3.7 Uses verbal and non-verbal communication in a manner respectful of others.
- 3.8 Displays confident posture and maintains self-control.
- 3.9 Uses active listening skills.
- 3.10 Demonstrates positive support through actions and words as an ambassador of the schools and district.
- 3.11 Writes and speaks clearly and concisely so that the message is understood.
- 3.12 Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- 3.13 Accepts and uses constructive feedback.
- 3.14 Demonstrates skill in giving and receiving feedback.
- 3.15 Develops leadership and responsibility in colleagues and students if applicable.
- 3.16 Makes wise and appropriate decisions after identifying and analyzing relevant information.
- 3.17 Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- 3.18 Uses proper administrative procedures for making requests and resolving conflicts.
- 3.19 Cooperates with building and district staff in planning and evaluation.
- 3.20 Attends and constructively participates in meetings and professional development activities.
- 3.21 Dresses for success according to job responsibilities.
- 3.22 Follows directives as assigned by supervisor.
- 3.23 Cooperates with administration in the performance of additional duties.
- 3.24 Completes tasks, reports, and document accurately according to specified timelines and expectations.
- 3.25 Adheres to district guidelines relative to attendance. Regularly reports to work on time and works

additional hours when deemed necessary.

- 3.26 Adheres to ethical, legal and professional standards.
- 3.27 Refrains from revealing confidential information.
- 3.28 Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately.

METHOD OF EVALUATION: Individual is evaluated annually using St. Charles Parish Public School non-COMPASS professional evaluation.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND CERTIFICATION

Ancillary Certified as a Mental Health Counselor, School Social Worker, Behavior Analyst, School Counselor or School Psychologist

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, speak, hear and sometimes sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 15 lbs.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is frequently exposed to a noise level in the work environment which is moderate to loud.

The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the St. Charles Parish Personnel Evaluation Plan and that I have received a copy of the job description.

Signature

Date