



Position Title: Behavioral/Social Counselor
Reports to: Manager of Counseling Services
Days/Hours: 8:00 am – 5:00 pm, Monday - Friday

Department: Student Support
Location: CMO
FLSA Status: Exempt

Mission Statement

Uplift's mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.

SUMMARY

The primary purpose of the Behavioral/Social Counselor is to plan, implement, and evaluate a comprehensive program of school-based mental health services to their assigned school, including direct counseling services, psychoeducational curriculum, and systems support. Behavioral/Social Counselors provide a clinically-oriented, developmentally-based program to encourage all students to maximize personal growth and provide direct counseling services for students.

ESSENTIAL DUTIES & RESPONSIBILITIES

Responsive Services

- Provides clinically effective, solution-focused counseling and therapeutic services to Uplift Education scholars in accordance with department procedures.
- Provides crisis counseling, mental health assessments and intervention.
- Facilitates counseling groups, and other creative mental health interventions, as needed.
- Develops a knowledge of local mental health and community resources and provide these referrals to Uplift families as needed.

Psychoeducation and Prevention

- Teaches school developmental guidance curriculum to students
- Helps teachers incorporate psychoeducational and SEL-related information into existing curriculum

Consultation

- Consults with parents, teachers, administrators, and other relevant people to enhance their work with students
- Collaborates with school personnel and outside partners to obtain access to community resources for students
- Implements an effective referral process to help students and others use special programs and services

Program Management

- Plans school-based mental health programs to ensure they meet identified needs of the campus and network
- Develops and coordinates a continuing evaluation of the Counseling Services program and makes changes based on findings

- Compiles, maintains, and files all required physical and computerized reports, records, and other documents

Administration

- Complies with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling
- Complies with all department and campus routines and regulations
- Maintains a positive and effective relationship with supervisors
- Communicates effectively with supervisors, colleagues, students, and parents.

Professional

- Models behavior that is professional, ethical, and responsible
- Participates in professional development to improve skills related to job assignment.

OTHER RESPONSIBILITIES

- Works as a team member and with peers, teachers, campus personnel and Directors
- Demonstrates professional demeanor, and resourcefulness, communicates effectively with diverse groups and accept supervision
- Works without day-to-day supervision
- Demonstrates regular and punctual attendance in the workplace

QUALIFICATIONS

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/or EXPERIENCE

Minimum of Master's Degree in Counseling, Social Work, **or** closely related field, **AND** a Valid Texas Educator Certificate in School Counseling, **OR** Licensed Professional Counselor (LPC), **OR** Licensed Clinical Social Worker (LCSW). LPC-Interns and Licensed Master Social Workers (LMSW) will also be considered.

Preferred experience: minimum of two (2) years' experience as a counselor/mental health professional in a school setting; Knowledge of evidence-based counseling procedures, student appraisal/assessment techniques; Knowledge of American School Counseling Association (ASCA) comprehensive guidance program; Demonstrated leadership qualities regarding program development; Knowledge of law as it pertains to mental health in the school setting; Ability to use data to develop and evaluate programs.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read, analyze and apply common sense to understand and to carry out instructions in written or oral form. Ability to communicate effectively with all levels of personnel, students, and parents required.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference.
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draws valid conclusions

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to apply common sense understanding to carry out a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should be competent in Microsoft Office applications and ability to learn and use computer software as necessary. Ability to use basic office equipment.

SAFETY DUTIES & RESPONSIBILITIES

Every employee of the School has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

PHYSICAL / MENTAL 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. Employee must be able to maintain emotional control under stress. Occasional prolonged and irregular hours will be necessary.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand, walk, and use stairs. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is low to high and may have frequent interruptions. There may be activity from other employees and students of a distracting nature.

OTHER QUALIFICATIONS

- Demonstrated experience, skills and knowledge in the design and execution of student support service programs and partnerships
- Excellent interpersonal and written communication skills
- Capability to contribute to the creation of a diverse and equitable workforce
- Ability to use data to develop and evaluate student support programs and services
- Ability to develop and execute presentations, trainings and new systems related to the role
- Knowledge of best practice student services protocols and familiarity with student services law

MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS

Uplift Education retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee's Signature: _____

Date: _____

Supervisor/Witness: _____

Date: _____

Uplift Education is an equal employment opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state or local law.