



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Mental Health Counselor  
FLSA Status: Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: Teacher Salary Schedule  
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to provide counseling and consultation to emotional/behavioral disabled students and their families. Duties are performed under the direction of the building principal.

### Essential Functions of this Job

Provides ongoing counseling and consultation to emotional/behavioral disabled students and their families for the purpose of increasing the positive behaviors of students and increasing the skills of families in promoting and maintaining positive change. Conducts individual, group and family counseling sessions with emotional/behavioral disabled students with the goal of increasing positive behavior. Provides ongoing consultation with families of students and facilitates family support groups to increase the skills of parents in promoting and maintaining positive change. Assists in the development and implementation of a behavior system based on positive reinforcement. Confers with other medical professionals as necessary.

Intercedes on behalf of students and their families to assure coordination of community-based service system. Maintains current documentation and clinical notes on clients seen. Provides classroom instruction on the affective domain and social skills in conjunction with the classroom teacher. Attends IEP meetings as appropriate.

Observes established school philosophy, policies and regulations. Follows adopted policies and procedures in accordance with School Board priorities. Conducts oneself in the best interest of students in accordance with the highest traditions of public education and in support of the District's Mission Statement.

### Non-Essential Functions of this Job

Position Title: Mental Health Counselor

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Demonstrated ability to provide individual, group and family therapy. Demonstrated ability to provide individual and group social skills training. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Active license as a mental health professional (Licensed Mental Health Counselor, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist or Licensed Clinical Pathologist) as defined in Florida Statutes, Chapters 490 and 491. Three (3) years of successful experience as a family counselor, school counselor, school psychologist, social worker, or any other full-time counselor in the mental health field.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and worksites within the district.

Local Code: 9960  
EEO5: 37  
Approval Date: 2010-04-13  
Date Last Revised: 2013-05-01

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*