

## Job Description

**TITLE:** Licensed Professional Counselor (LPC)

**QUALIFICATIONS:** Set by State Certification Authorities

**GOAL:** Provide individual and group counseling, and social-emotional education services that enhance the effectiveness of the educational program for students in the general curriculum. These services will include providing students with the resources needed to reach personal and educational goals, while equipping students with the skills needed to transform mindsets, skills, attitudes and feelings that ultimately set a firm positive foundation for students to succeed in school, career, and life.

### **SPECIFIC RESPONSIBILITIES:**

#### **A. Contacts and Relationships**

1. Supervisory
  - a. Supervision received
    1. Directly: Supervisor
    2. Indirectly: Superintendent and Principals
  - b. Supervision exercised
    1. Directly: NA
    2. Indirectly: NA
2. Organizational
  - a. Internal
    1. Weekly contact with supervisor
    2. Frequent contact with principal, teachers and students
    3. Contact with public and private agencies as needed
  - b. External
    1. Continuous contact: NA
    2. Frequent contact with parents
    3. Contact with public and private providers as needed

**B. Functions**

1. Planning
  - a. Plan a program of self-improvement and professional growth in accordance with state requirements for renewal of license
  - b. Plan for consultation and counseling with parents
  - c. Select Social-Emotional Learning Activities and plan a prescriptive program for individual student needs within the realm of SEL, psychological and behavioral services
  
2. Implementation
  - a. Administer, score and interpret individual assessments related to SEL, and interpret behavioral/psychological assessments
  - b. Offer suggestions for remedial measures and/or referral to private and public providers/agencies
  - c. Interpret assessment results while collaborating results with teachers, parents, principals, and school-wide positive behavior team members
  - d. Provide consultative service to teachers and parents on social and behavior management of students and conditions relating to learning
  - e. Maintain confidentiality of information
  - f. Make recommendations that will assist in the development of counseling, social-emotional and behavioral plans
  - g. Perform other duties as required
  
3. Control
  - a. Prepare and maintain necessary records
  - b. Manage the program of counseling, social-emotional and behavioral services