

**Richland Parish School Board
Job Description**

TITLE: Licensed Professional Counselor (LPC)

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Master's Degree in counseling or social work; current clinical licensure preferred, but if not licensed then the applicant should be pursuing licensure and have clinical supervision in place and working towards their LPC or LCSW certification

REPORTS TO: Pupil Appraisal Coordinator

JOB GOAL: To provide assistance to schools in the areas of social emotional learning both individually and in the classroom and to provide individual and group therapeutic counseling services

TERMS OF EMPLOYMENT: 10 Month

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Provide individual/group counseling services/social emotional learning as needed for students experiencing behavior and or social/emotional problems in school.
2. Seek out and work with outside agencies which have the potential for providing assistance to students, teachers, and their families in the area of positive social and behavioral support.
3. Maintain necessary records and data for reports and submit records and reports in a timely manner.
4. Serve on their designated school's Student Well-Being Committee to ensure Multi-Tiered Support Systems (MTSS) are in place at their designated schools and assist with mental/behavioral health screenings as mandated by the LDOE.
5. Use all available resources (staff, administrators, parents, materials, etc.) to devise and/or assist with intervention plans for students failing to progress at an acceptable pace with their class and/or peer group.
6. Staff cases as necessary with the Pupil Appraisal Coordinator.
7. Collaborate with school officials and teachers to socially and emotionally support students at their designated schools.
8. Conduct threat assessments as needed and support the schools in crisis situations.
9. Adhere to district guidelines regarding Medicaid Billing and documentation for services provided.
10. Identify student needs and cooperate with other professional staff members in assessing students and developing plans to address health, behavioral and learning problems.
11. Provide accommodations and/or interventions for at-risk/remedial students, and/or sub groups as appropriate.

12. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding classroom expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
13. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
14. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
15. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
16. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
17. Perform various administrative duties such as responding to emails and phone calls from parents, school administrators, and staff in a timely manner.
18. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to lesson plans, student attendance, student grades, physical inventory management, classroom schedules, student assessment data, students' written work.
19. Serve on special committees (e.g., 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by district administration and perform related work as required.
20. If assigned to multiple locations, provide and follow consistently the daily schedule provided to direct supervisor, school principals, and applicable teachers.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of

Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.

17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____