

Job Description: Responsive Services Provider

Department: High School/Special Services

Reports to: High School principal/Special Service Director

FLSA status: Exempt

Summary: This position will provide for the special or unexpected mental health needs of the students so that their social/emotional skills are enhanced in order for them to be successful in their academic endeavors.

Qualifications

- Masters degree or equivalent required in related field
- Mental Health Practitioner License by the State of Missouri
- Understanding of the role that responsive service has for the entire Missouri Comprehensive School Counseling Program.
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district
- Experience with individual counseling

Other Working Conditions

- Employed at April BoE meeting with start date being 10 days prior to staff report date.
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings
- Work cooperatively with members of the Counseling and Guidance department as well as administration and staff throughout the district

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Provides Individual Counseling, small group counseling, crisis intervention, consultation and referral. Primary focus areas are peer relationships, anger issues, attitude and motivation.
- Consults with and makes recommendations for classroom behavior management
- Consults with parents and makes recommendations for behavior management in the home
- Consults with teachers to discuss pre-referral strategies.
- Referral to other appropriate professionals and/or agencies
- Monitor/consult with school health nurse regarding health-related issues
- Provide outreach, referral, and assistance to MoHealthNet eligible and potentially eligible children and their families
- Attend regular and special meetings as required by the administration
- Work cooperatively with the counselor, school to home liaison, career and guidance advisor to implement the entire Missouri Model Guidance program.

- Maintain confidentiality by not disclosing information unless necessary to prevent clear or imminent danger or under a legal requirement to disclose information.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administration
- Assist in Special Service testing as needed.

Work Environment

- This position will be assigned to the main campus during the school year but will be able to conduct ‘Check In’ remotely during the summer months.
- Must be flexible, able to report to a location when necessary including weekends.
- Must be able to lift, bend, reach, sit and stand for long durations as the job requires.

Disclaimer:

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.

Terms of Employment: Contracted for a period of 180 days with salary according to the certificated salary schedule with an additional 20 days.