



Longview Independent School District

JOB DESCRIPTION

LICENSED PROFESSIONAL COUNSELOR

JOB TITLE:	Licensed Professional Counselor	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal and Director of Special Education	TERMS:	187 Days
DEPARTMENT:	Special Education	PAY GRADE:	Professional 1

PRIMARY PURPOSE:

Initiate and provide services to students in treating mental, behavioral, emotional problems and disorders that will facilitate a positive, caring climate for learning in an orderly and purposeful environment.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from an accredited college or university
Licensed Professional Counselor (LPC) in the State of Texas
Bilingual, preferred

Minimum Experience:

Minimum of three years experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Increase and improve access to culturally competent and developmentally appropriate school and community based mental health services, particularly for students with symptoms of severe emotional disturbance and serious mental illness
2. Increase awareness and identification of mental health issues among all adults working with young people and promote positive mental health for students, families, school staff and community
3. Help students develop skills that will promote resilience, self-regulation and pro-social behaviors; avert development of mental and behavioral health disorders; and prevent youth violence



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Develop an infrastructure that will sustain services in the district, build local community capacity for promoting mental health awareness and evidence based practices for school-based and school-connected mental health services
5. Willing to work in partnership with Juvenile Probation to serve students who are assigned to the Juvenile Probation Department
6. Provide individual psychotherapy services
7. Provide direct support and training on mental health issues to district staff
8. Provide brief intervention and crisis intervention as needed
9. Conduct initial patient assessments
10. Conduct psychosocial assessments
11. Develop treatment
12. Provide community presentations when needed
13. Participate in case staffing and administrative meetings
14. Work effectively with the school district and other agencies to meet individual student needs
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business
18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED;

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: AUG., 2020