

**CITY OF AUGUSTA**

**Department of Public Schools**

**JOB DESCRIPTION**

**Title:** Licensed Clinical Professional Counselor

**Reports To:** Building Administrator

**Job Goal:** To support students in achieving academic success, coping with personal/social, challenges by assisting in the provision of appropriate counseling and interventions.

**Qualifications:**

1. State of Maine licensure as a Licensed Clinical Professional Counselor;
2. Additional Drug and Alcohol Certification preferred;
3. Strong oral and written communication skills;
4. Ability to work independently with little direct supervision; and
5. Ability to work collaboratively with administration, staff, students, and parents.

**Performance Responsibilities:**

1. Provides direct services to students and consults with staff members, families, and appropriate agencies related to personal, social or academic problems.
2. Coordinates and communicates about services with families and outside providers.
3. Participates in the assessment and development of IEPs for students who receive special education services and fulfills obligations as the result of IEPs, 504 plans, and RTI plans.
4. Plans and facilitates student groups on topics such as family change, grief, social skills, anger management, etc.
5. Provides referrals for services
6. Provides training relating to social, emotional, behavioral needs of children and adolescents to staff.
7. Maintains documentation of student intervention and progress.
8. Conducts screenings for threat and risk assessments.
9. Makes home visits when needed. Collaborates with administration regarding student needs.
10. Keep current with developments in the field by reading current literature, participating in professional organizations, coursework and conferences.
11. Attend staff meetings, professional meetings, educational conferences, and teacher training workshops and serve on committees in order to maintain and improve professional competence and involvement.
12. Maintains confidentiality about all aspects of student and staff information.

13. Perform all other related duties as assigned by building administrator.

**Terms of Employment:**

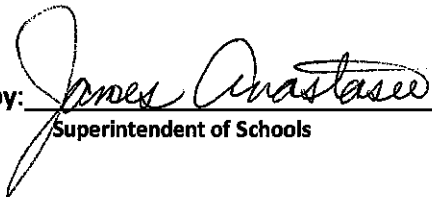
Per negotiated Augusta Education Association agreement following the teacher contract.

*Evaluation:* Performance for this position will be evaluated annually by the Principal based on the role description and on goals established on a yearly basis.

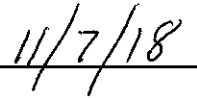
*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

- **External and internal applicants, we well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by:

  
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Superintendent of Schools

Date:

  
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11/7/18