



Job Title: Licensed Mental Health Professional (District)

Salary Schedule: Instructional
Pay Grade: Instructional

Job Code: 307752
JDE: L-1.01

MAJOR FUNCTION:

In collaboration with school mental health team members and community agencies, this District-based special instructional position will provide consultation and services related to the delivery of tiered mental health supports to students enrolled in District K-12 schools.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited institution in counseling or closely related field.
- Three years of full-time, professional experience conducting clinical assessments and mental health counseling with children ages three through eighteen and families, and collaborating effectively with treatment teams.
- Valid Florida license to provide mental health services through the Florida Department of Health.
- Valid Florida Driver's License.

PREFERRED QUALIFICATIONS:

- Five years of post-licensure experience working in a school or educational setting.
- Experience providing individual and group counseling.
- Experience working with diverse populations and understanding of cultural competency in mental health care.

Relevant work experience or education may be substituted to satisfy minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Clear and concise verbal and written communication skills; analytical, mathematical, organizational, and prioritization skills; flexibility and adaptability in dealing with rapidly changing priorities and demands.
- Knowledge and application of counseling theories and practices.
- Knowledge of and the ability to interpret and enforce pertinent regulations, policies, and procedures for the functional area of assignment.
- Knowledge of and experience using multiple project management tools and methodologies.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy, public information, and records retention.
- Ability to communicate technical information to technical and non-technical personnel.
- Ability to establish and maintain collaborative working relationships with all stakeholders.

REPORTS TO:

Director, School Counseling and Mental Health Services or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Attend parent meetings to provide information to the parents about mental health issues.
- Develop individual observations to identify children with atypical behavior.
- Utilize community health resources to make appropriate referrals for children and families.
- Assist in implementing classroom strategies and participate in classroom success plans.
- Work collaboratively with families to assess at-risk children.
- Work collaboratively with the school mental health team and staff involved with at-risk children.
- Provide short-term counseling in an individual or small group setting.
- Assess and document needs and progress of children and families, parental contacts, and sessions.
- Provide parent education on an individual and group basis.
- Facilitate support groups for children and families.
- Provide local school-based individual and family counseling services.
- Provide therapeutic interventions.
- Develop and implement plans with clear and clinically/educationally relevant goals, time-based objectives, and appropriate interventions to support students reaching the treatment goals.
- Become trained in District-approved crisis response and serve on the District Crisis Counseling Response Team.
- Adhere to The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) standards, including protecting confidential client information whether written (printed/digital) or verbally communicated.
- Prepare all required reports and maintain all appropriate records.



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- Complete all required billing as applicable.
- Perform Medicaid administrative claims reimbursable activities as directed in accordance with Chapter 3 of the federally approved School District Administrative Claiming (SDAC) Guide.
- Maintain state licensure.
- Any job-related job duties as assigned.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	80%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%



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<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	10%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	90%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

TERMS OF EMPLOYMENT: Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

DAYS PER YEAR: 201

FLSA STATUS: Exempt

BARGAINING UNIT: TALC

WORKER'S COMP. CATEGORY: 8868 – School Professionals

BOARD ADOPTION: 6-25-19

REVISED: 9-27-19, 3-10-20, 7-28-20, 1-26-21, 9-5-24

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job-related.