Job Description – Counselor: Student Support Specialist

Basic Function: Under the direction of the Site Principal, is responsible for assisting with implementing the student support program for an assigned school. The position provides support and counseling services to students; develops prevention and intervention strategies; assesses students and families; provides case management; monitors student progress, and makes referrals.

Representative Duties:

Essential Functions:
- Assists with implementing the student support program for the assigned school.
- Collaborates with school staff to develop intervention and prevention strategies for students and develops individualized service plans to facilitate achievement.
- Conducts individual and group counseling in areas of crisis intervention, family intervention, problem-solving/decision-making, conflict mediation, substance abuse, grief, and anger management.
- Develops a Tiered level of support for students exhibiting behaviors that fall outside of the Tier 1 systems in place. Conduct professional learning for staff to support students exhibiting Tier 2 level behaviors. Conduct groups for students that are not responding to Tier 1 support.
- Leads/co-leads a Tier 2 team bi-weekly to progress and monitor students, behavior, academics, and attendance as driving data points.
- Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities.
- Facilitate parent education workshops, possibly in the evenings, in areas such as social-emotional support, parenting classes, and raising a well-balanced child, etc.
- Assesses and monitors family and student progress and provides referrals and resources for students who are found to be using alcohol and other drugs.
- Serves as a liaison between their assigned school and such agencies as human services, court services, community services board, and/or community-based mental health agencies regarding substance abuse and/or social-emotional concerns affecting a student’s progress in the academic environment.
- Acts as a resource to administrators, school counselors, teachers, and health services personnel at the assigned school regarding the student assistance program.
- Conducts staff development activities geared toward prevention and intervention initiatives.
- Acts as a member of the school crisis team and provides referral services as needed.
- Maintains necessary records and reports ensuring the confidentiality of students and their families.
- Inputs information for student services in a shared database.
- Assists in developing and implementing crisis intervention, trauma-informed care, student and family support interventions, problem-solving/decision-making, grief, anger management, and substance abuse programs.
- Models nondiscriminatory practices in all activities.

Other Duties:
- Supervision will be distributed fairly to promote and maintain a positive climate and culture.
- Performs related duties as assigned.

Knowledge and Abilities:

Required Knowledge, Skills, and Abilities
Must possess a demonstrated knowledge and understanding of substance abuse education, mental health services, trauma-informed care, and referral resources. Must possess excellent assessment, case management, crisis intervention, interpersonal, conflict mediation, and communication skills. Must possess the ability to conduct individual and group counseling sessions, assessments, workshops, and activities for students and their families. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.
Education/Experience/Licenses
Must possess a Master’s degree in counseling, social work, psychology, or a related field and some experience providing crisis intervention, counseling, and substance abuse prevention education for school-aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Possess a Valid Pupil Personnel Services Credential. State Substance Abuse Counselor Certification is preferred but not required.

Working Conditions: The usual and customary methods of performing the job’s functions require the following physical demands: hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; and occasional lifting of boxes and equipment and bending or reaching for files and equipment. The weight of materials will vary, but generally twenty-five pounds or less. Generally, the job may require sitting, walking, and standing for extended periods. The job is performed under minimal temperature variations, in a generally hazard-free environment, and in a clean atmosphere.

Classification: 1500
Number of Days: 199
Board Approval: Revised: 09/2022
FLSA Classification: Exempt
Certificated Bargaining Unit Position

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The district does not discriminate based on disabilities.