



Mabank Independent School District

<b>Job Title:</b>	Student Support Counselor/Coordinator	<b>Wage/Hour Status:</b>	Exempt/212
<b>Reports To:</b>	Chief Academic Officer	<b>Funded:</b>	100% Title I
<b>Dept. /School:</b>	Assigned Campuses	<b>Date Revised</b>	01/31/2020

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**Primary Purpose:**

Provide individual, family, and group counseling to students in grades K-12 and provide proactive interventions to an at risk population.

**Qualifications:**

**Education/Certification:**

LPC, LMFT or LCSW

**Experience:**

Experience with school-aged populations including experience using prevention and intervention strategies with students and families.

**Special Knowledge/Skills:**

Knowledge and skills of a short-term therapeutic approach as it applies to individual, family, and group therapy. Knowledge and skills related to crisis intervention.

**Major Responsibilities and Duties:**

**Instructional and Program Management:**

- Provide individual, family, and group counseling to K-12 students.
- Provide consultation with parents, teachers, administrators, and other relevant stakeholders to enhance work with students.

**School/Community Relations:**

- Demonstrate a short-term therapeutic approach in working with students, families, and staff. Participate in campus and district-wide crisis intervention.
- Provide prevention and intervention support, information, and materials as needed to students, families, and school campuses.
- Model behavior that is professional, ethical, and responsible.
- Participate in professional development to improve skills related to job assignment.



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**Other:**

- Work as a liaison between home and school.
- Comply with policies established by federal and state law, State Board of Education rule, and school board policy.
- Comply with all district and campus routines and regulations. Maintain a positive and effective relationship with campus and district administration, colleagues, students, parents, and the community.
- Communicate effectively with campus and district administration, colleagues, students, parents, and the community.
- Use specialize clinical knowledge and advanced clinical skills to assess, diagnose and treat emotional and behavioral disorders.
- Other duties as assigned.

**Supervisory Responsibilities:**

- Direct and monitor the activities of Counselors

**Professional Growth and Development:**

- Participates in staff development programs and professional growth activities.
- Attendance at ESC, Region 10, meetings.
- Keep abreast of current research and practices.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

- Ability to self-organize and pace schedule so that all assigned campuses are served.
- Travel between individual campuses required.
- Some flexibility in daily schedule required.
- Desire to learn new interventions from conferences and material required.
- Maintain emotional control under stress.

**Evaluation:**

- Performance of this job will be evaluated annually in accordance with provisions of Board Policy on evaluation of Professional Personnel

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*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*