

JOB TITLE
MENTAL HEALTH COUNSELOR

DIVISION
ACADEMIC SERVICES

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
II, GRADE 6

LENGTH OF WORK YEAR
195 DAYS

DATE
MAY 12, 2014

SCOPE OF RESPONSIBILITIES

Assumes responsibility for all collaborative functions related to receiving referrals, obtaining parental permissions, engaging students in counseling, and coordinating resources based upon student need; performs school-based individual and group counseling services.

PERFORMANCE RESPONSIBILITIES

1. Identifies difficulties which interfere with students' attendance, adjustment, and achievement in school by utilizing established school referrals.
2. Consults with referral team when gathering information to identify specific student problems.
3. Contacts parents to obtain signed permission to work with the student and further assess student needs.
4. Provides individual or group counseling for referred students to address specific social/emotional needs and continues to assess student progress.
5. Develops intervention strategies and coordinates with appropriate school, district, and community resources.
6. Works with parents to help increase their understanding and constructive participation in appropriate efforts to help alleviate student's problems.
7. Assesses needs of student population and develops group counseling sessions.
8. Maintains counseling records and statistical data for evaluation purposes.
9. Coordinates with school administration, grant administration, and evaluator to maintain best services and procedures for the needs of the students referred and for the program itself.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. State credential in School Social Work, School Counseling, School Psychology, Clinical Psychology or Counseling Psychology
2. Three (3) years successful experience in mental health and/or behavioral counseling with elementary-aged children

DESIRABLE QUALIFICATIONS

1. Master's Degree and credential in Social Work, Psychology, or Mental Health Counseling
2. Experience with family substance abuse counseling, family counseling, and case management
3. Knowledge of local community referral sources

JOB TITLE
ASSISTANT TO PRINCIPAL

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
PRINCIPAL

SALARY SCHEDULE & GRADE
II, Grade 10

LENGTH OF WORK YEAR
215 DAYS

DATE
MAY 12, 2014

SCOPE OF RESPONSIBILITIES

Implements and facilitates the educational objectives of the Jefferson County Public Schools in direct consultation with the Principal; supervises, manages, and evaluates classified employees. Administers and plans for instructional programs; assists with co-curricular activities, school personnel and school plant operation.

PERFORMANCE RESPONSIBILITIES

1. Assists in the coordination and supervision of the instructional program of the Youth Performing Arts School.
2. Supervises and evaluates classified personnel.
3. Directs the operation and maintenance of the building and implements security and safety measures.
4. Assists in continuous planning, program budget, and evaluation of school program to include curriculum, development, instruction, written communication, and grant preparations.
5. Administers curricular activities after regular school hours.
6. Maintains positive public relations/communications working cooperatively with parents and community to build support for the school program and attends monthly parent organization meetings. Designs and distributes marketing materials through appropriate venues (i.e. standard media outlets and social media).
7. Conducts inventories and surveys and assists in the preparation of the statistical report.
8. Coordinates with the counselor, the auditions and placement procedures for students applying for admission.
9. Serves as liaison with duPont Manual High School.
10. Serves as Producer for all co-curricular performances and supervises production schedules and coordinates production meetings.
11. Duties may include performance of health services, for which training will be provided.
12. Performs other duties as assigned by the Principal.

PHYSICAL DEMANDS

The work is performed while sitting, standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree with background in the performing of fine arts
2. Three (3) years successful performing arts teaching experience
3. Experience with professional artistic groups

DESIRABLE QUALIFICATIONS

1. Three (3) years experience with secondary-age students
2. Highly developed writing skills and public speaking skills
3. Promotion and advertising and/or arts management experience
4. Presents positive public image
5. Previous experience producing performance arts events

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