

## **Director of School Counseling and Mental Health Programs**

*Certified Position - 0290*

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| <u>Salary</u><br>Per Salary Schedule | <u>Days</u><br>240 | <u>Reports to:</u><br>Assistant Superintendent of<br>Support Services |
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### SCOPE OF RESPONSIBILITIES

Design, implement, and evaluate a comprehensive, district-wide school counseling and mental health framework, ensuring all students have access to high-quality academic counseling, social-emotional learning (SEL), and tiered mental health supports.

### PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

#### KNOWLEDGE AND ABILITIES:

- Designs and oversees a Multi-Tiered System of Supports (MTSS) for student behavioral and mental health across the district.
- Aligns the district's comprehensive school counseling program with the ASCA (American School Counselor Association) National Model.
- Leads the integration of evidence-based Social-Emotional Learning (SEL) and trauma-informed practices across all grade levels.
- Ensures district compliance with Kentucky Department of Education (KDE) regulations regarding trauma-informed care and school safety mandates.
- Manages department budgets, federal/state grants, and resource allocation for district mental health initiatives.
- Assists in the recruitment, hiring, and onboarding of school counselors, school social workers, and mental health professionals.
- Provides ongoing administrative and clinical supervision, regular performance evaluations, and mentorship to mental health staff.
- Designs and delivers professional development for teachers and administrators on topics such as suicide prevention, threat assessment, de-escalation, and trauma-responsive classrooms.
- Directs the district-level crisis response team, ensuring protocols are updated and staff are trained in psychological first aid and postvention.
- Oversees and refines the district's suicide and threat assessment protocols.
- Consults on complex student cases involving severe behavioral challenges, mental health crises, or safeguarding concerns.
- Develops and maintains partnerships with community mental health agencies, psychiatric facilities, and wrap-around service providers to create referral pathways for students and families.
- Maintains strict confidentiality and adheres to FERPA, HIPAA, and the ethical standards of the American School Counselor Association (ASCA) and applicable state licensing boards.
- Ensures departmental compliance with all state and federal regulations, including IDEA, Section 504, and state counseling mandates.
- Collects and analyzes program data (e.g., attendance, discipline referrals, counseling caseloads, crisis interventions) to measure effectiveness and drive continuous improvement.
- Performs other duties as assigned by the Assistant Superintendent of Support Services or designee.

#### KNOWLEDGE OF:

- Basic computer skills, including Microsoft office and google docs.
- Short and long-range planning techniques applicable to counseling and suicide prevention.
- Working with parents, community members and school personnel.
- Oral and written communication skills.
- Guidelines for providing individual and group counseling programs.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned programs and activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.

#### ABILITY TO:

- Establish rapport and develop a therapeutic relationship with children, families, community organizations, school counselors, FRYSC, school administrators, and other school personnel.
- Oversee provided therapy services in individual and group sessions along with classroom based interventions.
- Supports crisis intervention and conflict resolution assistance and differentiate between emergency and non-emergency tasks and responds accordingly.
- Assesses problems appropriately in terms of scope, consequences and needed interventions.
- Establish and maintain cooperative and effective working relationships with building level leadership teams, students, staff, community organizations, and outside agencies.
- Maintain records and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Assures all needed releases of information and other paperwork are present in the file and up to date.
- Meet schedules and timelines.
- Plan and organize work.

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Subject to both indoor, environmentally controlled and outdoor environments.
- Typical office environment including but not limited to telephones, personal interruptions, and background noises
- Travel between district facilities
- Requires working with or near the public, parents, and children, and will be subject to sounds, scents, and other related environmental factors
- Must be able to sit or stand for extended periods
- Must be able to handle high-stress situations or emotional crises calmly
- Light physical demand with some lifting up to 25 pounds
- Hand and finger dexterity
- Repetitive movements

## EDUCATION AND EXPERIENCE:

- Master's degree in School Counseling, Clinical Mental Health Counseling, Social Work, or a closely related field.
- Valid state certification as a School Counselor.
- Active clinical licensure as a Licensed Professional Clinical Counselor (LPCC) or Licensed Clinical Social Worker (LCSW).
- Active clinical supervision credentials (e.g., LPCC-S, LCSW-S).
- Minimum of three (3) years of successful experience in school counseling.
- Minimum of three (3) years of experience in clinical mental health counseling.
- Previous administrative or supervisory experience.
- Must pass a comprehensive criminal background check (State Police and FBI) and a Child Abuse and Neglect (CAN) registry check, as well as complete required state health requirements.