

# **WENTZVILLE R-IV SCHOOL DISTRICT**

## **Position Description**

**Position Title:** Lead Educational Support Counselor  
**Reports To:** Executive Director of Student Services

### **SUMMARY**

The Lead Educational Support Counselor (ESC) will promote and enhance the overall academic mission by providing and overseeing services that strengthen home, school, and community partnerships and address barriers to learning and achievement. Through such efforts, the Lead ESC will provide a wide variety of direct services for students exhibiting moderate to severe psychological problems which are interfering with learning and/or the educational environment. This role will also provide indirect services to students and families, and actively consult with educators as integral members of student support teams.

### **QUALIFICATIONS/REQUIREMENTS**

- Masters degree in social work, psychology, or counseling
- Current clinical licensure in the state of Missouri as a Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC)
- Minimum of 3 years previous experience providing mental health services in a school setting
- Strong interpersonal and communication skills necessary to build therapeutic relationships with students and collaborative relationships with teams; the ability to recognize and effectively respond to the varied priorities and expectations of others
- Strong clinical judgment skills necessary for assessing and managing risk of suicide, violence, and other mental health crises, in order to assist student support services teams in triaging critical incidents
- Training in nonviolent crisis response and the ability to safely manage the physical demands of highly aggressive children, as part of school crisis teams
- Strong organizational skills and the ability to continuously reprioritize and multitask, in response to a large volume of student referrals and staff requests for Educational Support Counselor services
- Ability to travel as needed within the school district boundaries, to provide home visits, and to attend community meetings, as assigned by the Executive Director of Student Services and/or Deputy Superintendent of Schools.
- Ability to maintain flexible schedules and be accessible via cell phone, in order to respond immediately to crises and urgent requests for assistance
- Sufficient inter-personal skills to coordinate the professional efforts of ESCs within the District

### **ESSENTIAL JOB DUTIES**

- Serves as a consultant for ESC needs throughout the District
- Acts as a consultant for the Executive Director of Student Services with regard to community partnerships and supports for students, staff, and families
- Serves as a mental health partnership liaison for the District by securing MOUs and contracts and meeting with organizations to evaluate the needs of the district and the effectiveness of the programming that is provided

- Plans and facilitates regularly scheduled meetings with the ESCs
- Plans professional development for the ESCs
- Serves on the District Behavioral Risk Assessment Team and provides appropriate training to ESCs with regard to the utilization of the Behavioral Risk Assessment tool
- Assists with leading the District Crisis Team in response to student/staff deaths and other crises
- Oversees suicide awareness, prevention, and intervention and ensures that the District's crisis response plan is updated annually
- Oversees the suicide assessment processes and documentation across the District
- Oversees ESC internship placements
- Maintains an active presence in District schools and assists, as needed, when ESCs are absent and/or additional support is needed
- Serves as the District Homeless Liaison
- Prepares budget recommendations related to ESCs
- Serves as a Care to Learn Liaison
- Works in conjunction with the Lead Counselor to provide clinical guidance and supports to students, staff, and families
- Collaborates with counselors and SSIs to build a cohesive team
- Meets with the Executive Director of Student Services as needed

#### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate school-related duties as assigned by the Executive Director of Student Services.

#### **ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

#### **TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with the current salary schedule and District Policies.

#### **EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of certified personnel.