

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
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Job Title: District Student Support Counselor
Department: ~~Special Education~~ **Student Services Department**
Reports To: Principal and/or Pupil Personnel Services Director Dean of Student Services; or a designee

Summary:

~~The school-based mental health counselor will work directly with students with social and emotional needs. They will provide either periodic or prolonged support to help students be successful within the regular education setting. They will meet the needs of students by consulting with school personnel and working directly with families and outside services.~~

The Student Support Counselor, in collaboration with others, develops, implements, and evaluates services that foster resilience, promote positive behavior, support socialization and adaptive skills, and enhance mental and behavioral well-being. They provide periodic or ongoing Individualized Education Program (IEP) support to help students succeed in the general education setting. The Director of Student Services will identify priority areas for the Student Support Counselor based on student data and Individualized Education Program (IEP) service delivery needs, including building assignment(s).

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Deliver a range of developmentally appropriate and culturally responsive IEP services, including individual and group counseling, social-emotional intervention programs, positive behavior supports, and parent education.
- Serve on IEP teams and school- or district-level collaborative problem-solving teams to share resources, enhance practices, and support positive outcomes for students, staff, and school systems.
- Collect and analyze data from multiple sources (e.g., parents/guardians, teachers, students, educational records) and levels (individual, group, system) to understand student needs and guide the selection and implementation of evidence-based mental health and behavioral supports within a school setting.
- Use data to monitor social, emotional, and behavioral progress; evaluate student response and intervention effectiveness; make informed decisions about modifying or changing interventions; and report on IEP progress and annual goal achievement.
- Collaborate with school personnel to develop and maintain a multitiered system of mental health and behavioral supports that proactively addresses student needs.
- Use a consultative, problem-solving approach to plan, implement, and evaluate mental and behavioral health services in the school setting, including providing training and coaching to IEP team members and other school personnel as needed.
- Foster effective home-school collaboration and, when appropriate, partner with community providers to coordinate mental and behavioral health supports and wraparound services.
- Serve on school crisis response teams and apply data-driven decision-making, problem-solving strategies, consultation, collaboration, and direct services to support crisis prevention, mitigation, response, and recovery efforts.
- Provide crisis intervention, conduct comprehensive suicide assessments for any at-risk student, and develop targeted interventions to address their mental and behavioral health needs.
- Follow a personal professional development plan to acquire new knowledge, skills, and abilities related to school-based mental health and behavioral supports.
- Provide counseling to IEP/At-Risk students;

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- Conducting mental health assessments including interviews and observations
- Provide support to school staff and administration in the implementation of a tiered system of supports (Response to Intervention)
- Developing individualized treatment plans
- Lead individual/group therapy sessions
- Collaborate with other school personnel such as guidance counselor(s), behavior specialist, Dean of Students, building principal, case manager, classroom teachers, and related services
- Consults with medical professionals as needed
- Works directly with families to develop coping strategies to support social and emotional needs
- Provide a therapeutic setting for students in crisis
- Maintain confidentiality of records relating to students' treatment plans
- Encourage students to express their feelings and guide them in developing insight into themselves and their relationships
- Help students in the development of skills and strategies for dealing with their problems
- Modify treatment activities and approaches as needed in order to meet the students' needs
- Collaborates with staff to develop and implement all counseling therapy related objectives as may be contained in each assigned student's Individualized Education Plan (IEP)
- Prepare and report in a timely manner trimester and year end progress reports for assigned group of students
- Develops, implements, and monitors personal professional growth goals and performance objectives for each academic year
- Participates in pertinent team meetings such as IEPs, 504 Plans, pupil assistance team meetings (PAT), staff meetings, etc.
- Provide the mental health perspective at manifestation meetings and student reviews.
- Provide in depth file reviews, case study information, ongoing consultations, observations, and data gathering as part of the RtI student screening and review process.
- Provide behavior training to staff based on evidence-based practices such as Response to Intervention.
- Act as a liaison with outside agencies as assigned.
- Assist Special Education Case Manager as assigned.
- Adheres to all Dover School District policies and procedures

Supervisory Responsibilities: None.

- Supervise paraprofessionals as assigned.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

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- Knowledge of theoretical foundations of mental health counseling
- Good consultation skills
- Strong communication skills
- Work effectively and tactfully with students, parents, staff members, and outside services
- Knowledge of special education and 504 plan laws
- Ability to provide direct service for students with social and emotional needs
- Flexibility to work with students when in crisis
- **Strong foundation in mental health counseling theories and evidence-based practices.**
- **Ability to design, implement, and evaluate interventions that account for individual student differences, strengths, and needs across school, family, and community contexts.**
- **Culturally responsive approach to counseling that incorporates students' backgrounds,**

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- identities, and learning profiles to support positive mental health and behavioral outcomes.
- Knowledge of the effects of trauma on emotional, social, and behavioral functioning, and ability to implement trauma-informed practices that support student well-being and academic success.
 - Skilled in maintaining accurate records and upholding strict confidentiality in all aspects of professional practice.
 - Effective consultation and collaboration skills with educators, families, and community providers.
 - Excellent verbal and written communication skills.
 - Ability to work respectfully and constructively with students, families, staff, and external service agencies.
 - Familiarity with special education laws, including IEPs and Section 504 plans.
 - Experienced in providing direct support to students with emotional and behavioral challenges.
 - Flexible and responsive to the needs of students, including those in crisis situations.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of:

- Master's degree in School Social Work, Social Work, Mental Health Counseling or a related field.
- Experience with in delivering school-based mental health and behavioral support services.
counseling methods

Technology Skills:

To perform this job successfully, an individual should have:

- Working knowledge of word processing
- Internet navigation
- Excel and PowerPoint knowledge helpful
- Data analysis

Licensure Requirements Certificates, Licenses, Registrations:

~~The follow certifications/licenses/registrations are required for this position~~ **One of the following licenses is required for this position:**

- ~~New Hampshire State Clinical Mental Health Counselor licensure required~~
- ~~CPI certification~~

New Hampshire Education Department:

- School Social Worker

New Hampshire Board of Mental Health Practice:

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- Clinical Mental Health Counselor
- Clinical Social Worker
- Social Worker

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

Dover School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage candidates of all backgrounds to apply.

Note: This job description is intended to provide a general overview of the responsibilities of the position and is subject to change based on the needs of the school district and the school's Leadership Team.