

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/28/21



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

Date: 7/21/21

To: **Corrina Guardipee Hall**
 Superintendent

From: John E Salois
Title: Human Resources Director

Subject: Create School Based Therapist Position 2021-2022

Description: Create school based therapist position. Enclosed is job description that will be paid from ESSER Funds.

Financial Impact: DOE (per Master Contract)

Funding Source (Budget/grant, etc.): ESSER II and III

Attachment(s): Job Description/Policy #5210 Position Creation

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
SCHOOL BASED THERAPIST
POSITION DESCRIPTION
Effective _____

SCHOOL BASED THERAPIST

Under general direction of the building principal or designee. The School-based Therapist will be responsible for providing services related to the delivery of mental health care to assigned clients at the designated school location and will provide consultation services to the school staff to support the overall mental health goals of the school.

Essential Duties and Responsibilities

1. Provides direct mental health services to include assessment, individual/family/group therapy, and crisis interventions to assigned clients.
2. Provides services both on-site at the school facility and off-site to include the client's home support network.
3. Maintains regular contact with the parent/guardian of each client.
4. Completes master treatment plans, treatment plan updates, and managed care authorizations.
5. Provides appropriate referrals as needed.
6. Furnishes required reports to DCFS, legal system and other involved agencies.
7. Attends regularly scheduled staff meetings and Student Counselor Team meetings at the school.
8. Provides consultation for school staff regarding mental health issues including classroom observation and appropriate service determination.
9. Assists in the development of Parent Education curriculum, provides training and support for parents, and assists the school in organizing "Family Night" activities.
10. Provides appropriate In-service training to school staff.
11. Develops support groups for students as needed.
12. Participates in the collection of mental health information and student outcomes data to be used for monitoring the overall performance and effectiveness of services provided.
13. Assists and works with other school based mental health programs on Signs of Suicide training and follow through with students.
14. Provides appropriate In-service training to school staff.
15. Provides complete and timely documentation to support services rendered.
16. Other duties as may be assigned.

Other Duties:

1. Provides support to counseling department as needed.
2. Assists with and coordinates services with other School District and community mental health programs and services
3. Assists with school functions as needed

Organizational Relationships

1 Supervised by and reports to the building administrator or designee.

2 **Qualifications**

3 Education/Experience: Any combination of education and experience that would provide required skill
4 and knowledge for successful performance would be qualifying, however, applicants must meet the
5 following minimum requirements:

- 6 1. ~~License and/or Master's degree in Psychology, Social Work, or Counseling Counseling~~
7 **Licensed Clinical Professional Counselor** with a heavy emphasis in behavior modification;
 - 8 2. Three years of work experience in the field of Psychology, Social Work, or Counseling;
 - 9 3. Strong written communication skills;
 - 10 4. Computer skills including word processing, internet usage, spreadsheets and databases;
 - 11 5. Ability to interact positively with students, staff and community;
 - 12 6. Ability to work with others without close supervision;
 - 13 7. Knowledge of community stakeholders involved with the school district.
- 14

15 **KNOWLEDGE OF:**

16 Must possess a strong knowledge of the common diagnoses and treatments for school-aged children and
17 possess the skills necessary to facilitate positive change in a school environment

18 **DESIREABLE QUALIFICATION:**

19 Previous experience in working with secondary aged students. A Master's Degree from an accredited
20 University or College and licensed in the State of Montana to provide mental health services

21 **WORK ENVIRONMENT**

22 Light to moderate physical effort; sitting for extended periods of time; occasional standing or walking.
23 Indoor work environment with frequent interruptions. Reasonable accommodations may be made to
24 enable individuals with disabilities to perform the essential functions.

25 The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is
26 not an exhaustive list of duties performed for this position. Additional duties may be assigned.

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28 Board Approval Date: 3/24/21

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