

Job Title: Social Emotional Learning Counselor

Exemption Status/Test: Exempt/Administrator
in an Educational Establishment

Reports to: Director of Counseling

Date Revised: 10/1/2024

Dept./School: District Counseling Support

Primary Purpose:

The Social and Emotional Learning (SEL) Counselor provides specialized services to students who are experiencing acute emotional, social, or physical problems. The SEL Counselor educates students of skills necessary to address troublesome circumstances, supports students in challenging situations, and assists families with needed community resources to navigate crisis situations.

Qualifications

Education/Certification:

Master's degree in Counseling or Related Field

Valid Texas School Counselor certificate or Licensed Professional Counselor (preferred)

Relative experience in intervention or at-risk counseling

Special Knowledge/Skills:

Knowledge of counseling procedures

Excellent organizational, communication, and interpersonal skills

Ability to instruct students and manage their behavior

Ability to present information in one-on-one, small group, and large group situations to students, parents or guardians, and district staff

Ability to work as part of a team to collaborate for the overall-well -being of individual students

Experience: Three Years Teaching Experience (preferred)

Two Years Counseling Experience (preferred)

Major Responsibilities and Duties

1. Assists in the planning and implementation of district-wide, prevention related curriculum to be delivered to students as required by law.
2. Supports campus counselors in planning and implementing preventative, structured group lessons according to the district's guidance curriculum to improve students' interpersonal and intrapersonal effectiveness, personal health and safety, and SEL skills.
3. Use specialized skills to support students in crisis situations (emotional, behavioral, social, physical) requiring immediate response.
4. Respond to situations that involve the need of risk assessments for suicide and homicide.

5. Provide counseling support services to students returning from hospital settings for mental health related issues and develop a return-to-campus plan.
6. Use accepted theories and effective techniques to respond to problematic or critical incidents to support students and offer services in time of need including individual and group counseling.
7. Participates as a key member of the District Behavioral Threat Assessment team to support campuses and provide guidance on intervention strategies related to BTA reviews.
8. Participate actively in the process for referral of students to school and or community resources and programs for assistance with emotional and social issues.
9. Collect, summarize, and interpret needs assessment data to plan and create interventions, guide students, and address specific student needs.
10. Collaborate with campus counselors and administration to increase accessibility and effectiveness of intervention services.
11. Provide parent/guardian training and consultation to foster student educational, career, personal, and social development.
12. Train and assist staff in recognizing, addressing, and responding to students with appropriate intervention strategies.
13. Provide consultation to school staff and parents to develop effective interventions for students.
14. Maintain a healthy and safe school environment by collaborating with campus & district staff, parents or guardians, and local officials.
15. Act as a liaison with community agencies to ensure continuity of services.
16. Compile, maintain, and file all reports, records, and other documents.
17. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
18. Adhere to legal, ethical, and professional standards including current professional standards of competence and practice for related area of certification and licensure.
19. Follow district safety protocols and emergency procedures.
20. Perform other duties and responsibilities as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____