

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, SEPTEMBER 2021**

**JOB TITLE: LEAD CLINICAL COUNSELOR
OFFICE OF STUDENT SERVICES AND PLANNING**

GENERAL STATEMENT OF JOB

Under limited supervision, provides professional leadership in the development, implementation, and oversight of District 5 clinical counselors. Performs related professional, supervisory, and administrative duties as required. Reports to Office of Student Services and Planning

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises duties, assignments, and caseloads of the District 5 clinical counselors.

Promotes and ensures adherence to all professional legal and ethical standards.

Schedules regular consultation and coaching regarding individual cases of clinical counselors.

Coordinates within existing structures to construct professional development activities for the District 5 clinical counselors.

Supports clinical counselors to remain within their scope of practice and personal competencies.

Promotes the counselor's well-being around stressful events, risk of professional stress and burn-out, role ambiguity, self-care, etc.

Supports the use of research-based counseling approaches (e.g., cognitive behavioral therapy, acceptance and commitment therapy, strengths-based therapy, child-centered play therapy, motivational interviewing) and structures (e.g., family sessions, small group counseling) to meet individual student needs as appropriate.

Maintains regular communication with school-based teams and the advisory team to coordinate and ensure effective management, cohesiveness, and integration of the clinical counselors within the District 5 support system.

Follows procedures for maintaining records and documentation according to District 5 policy and in accordance with legal and ethical guidance.

Communicates with school administrators regarding issues regarding counselor work spaces, IT needs, etc.

Follow all job description expectations of clinical counselors in regards to any caseload that the Lead may carry.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc. Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree or higher supplemented by at least three years of successful counseling experience and one of the following licenses is required: Licensed Professional Counselor, Licensed Social Worker, Licensed Psychologist, Certified School Psychologist, Licensed Marriage and Family Therapist.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.