

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 2.24**

**Position Title:** Educational Support Counselor

**Reports To:** Principal/Assistant Superintendent for Special Services

**SUMMARY**

Educational Support Counselor's are district-level pupil support personnel who are assigned to multiple schools, and focus on helping students with social and emotional problems to improve school functioning and academic achievement. They provide a wide variety of direct services for students exhibiting moderate to severe psychological problems which are interfering with learning and/or with the educational environment. Educational Support Counselor's 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 multi-task, 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 Assistant Superintendent for Special Services
- Ability to maintain flexible schedules and be accessible via cell phone, in order to respond immediately to crises and urgent requests for assistance

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**ESSENTIAL JOB DUTIES**

- Facilitates intensive support activities for students in severe crisis.
- Screen and assess the social, emotional and psychological needs of students; assist with suicide, violence and substance use assessments.
- Work with students, families and school personnel to identify strengths, develop goals, select interventions, link with appropriate community supports, and coordinate mental health services.
- Provide psycho-educational, individual and group therapy.
- Provide home visits, family counseling and parenting education.
- Serve as a district-level mental health resource and consultant for teachers, counselors, and administrators; collaborate regarding strategies for classroom management, positive behavior supports, social-emotional and character education, and skill-building interactions with students, in order to help address challenging behaviors.
- Assist building teams with crisis management in response to critical incidents.
- Assist in coordination and act as a liaison with agency partners who provide school-based and community-based mental health services for students.
- Maintain required Educational Support Counselor documentation and tracking logs.
- Participates in development of I.E.P./Therapeutic Treatment plan if appropriate.
- Plans and conducts parenting skill group and/or parent support group meetings.
- Participates in evaluations and re-evaluations.
- Acts as a liaison between the school, school counselors, psychologists, hospitals and psychiatrists.
- Provides consultative and therapeutic support services to Special Education classrooms providing services to children with severe emotional disorders.
- Attends building/department faculty meetings as required by Principal/Assistant Superintendent for Special Services.
- Works closely with students in the Alternative Program supporting their emotional, behavior and social needs.
- Supports building counselors in their efforts to work with students in crisis.
- Develops in-services for all staff in the area of mental health.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate school-related duties as assigned by the Principal/Assistant Superintendent for Special Services.

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**ADA COMPLIANCE**

The essential functions contained in this Job description are in compliance with the Americans with Disabilities Act (ADA) and are 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. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of District Policy on evaluation of instructional staff.