

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	School Adjustment Counselor, CDP
Department:	Clinical Day Program
Reports to:	Assistant and Director of Pupil Personnel
Supervises:	
Description of job:	
<p><u>POSITION SUMMARY:</u> The School Adjustment Counselor (SAC) works under the direct supervision of the Director/Assistant Director of Pupil Personnel Services to provide clinical supports to the students and their families enrolled in the high and middle school levels of the Clinical Day Program. The SAC is responsible for cooperative staff planning with teachers and TAs, implementing and evaluating clinical services to meet the behavioral, social-emotional needs of enrolled students, and assisting in the design, implementation, recording and summarizing of the recorded behavioral data.</p> <p><u>A) ESSENTIAL DUTIES AND RESPONSIBILITIES:</u></p> <ul style="list-style-type: none">· Works under the supervision and direction of the Director/Assistant of Pupil Personnel Services.· Assists the Clinical Psychologist and the District Behavior Specialist in identifying student interventions and data collection activities related to the behavioral/social-emotional interventions.· Works collaboratively with the District Behavior Specialist and the Behavior Specialist Assistant to ensure targeted and effective behavioral, social-emotional supports within the school and/or classroom.· Assists the Clinical Psychologist and the District Behavior Specialist in implementing the behavioral/social-emotional intervention plans.· In concert with the Clinical Psychologist and the District Behavior Specialist, develops charting procedures and graphing methods of student behavior data.· Works collaboratively with classroom teachers and CDP Behavior Management Specialists to implement the designated plans.· Works collaboratively with District School Administrators, Guidance Counselors, School Psychologists, School Social Workers and other service providers and support personnel.· Ensures that the behavior/social-emotional support plans are implemented following the established intent, with accuracy and with fidelity.· Works collaboratively with teachers to confirm knowledge and understanding of the intervention plan and goals, clarifies any misunderstanding, models effective, positive responses and strategies aligned with the goals of the behavior plan.· Summarizes the observation data and/or the intervention data into graphic form for the CDP Team to review and discuss for further action and decision .· Establish collaborative relationships with community mental health and social service agencies and private practitioners.· Serve as liaison between the CDP and such public health and social services agencies/personnel that provide youth and family services.· Provide individual and/or group counseling sessions for high and middle school students enrolled in the CDP.· Provides immediate crisis-intervention services to students in the CDP for effective school participation.· Meets with parent(s) of CDP students on a regular basis to ensure benefit of the CDP to the student and to ensure continued progress and growth of the student.· Attends the Central Clinical Team meetings.· Attends other school-based meetings relating to CDP referrals as directed by the Director/Assistant Director of	

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Pupil Personnel Services.

B) OTHER DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Establishes and maintains positive working relationships with building administrators, teachers, service providers and support staff of the sending district schools .
- Demonstrates the ability to work collaboratively with team members.
- Demonstrates awareness of, sensitivity to the cultural diversity of our student population.
- When a crisis arises, assist respondents in applying approved CPI interventions as needed ... follow-up with specialized counseling for the student(s).
- Participate in the completion of Functional Behavioral Analysis Reports .
- Maintains all appropriate records including crisis intervention files and/or incident reports, behavioral tracking forms, etc.
- Maintains such records to ensure compliance with state and federal regulations, codes, and reporting requirements.
- Assist the Director/Assistant Director of Pupil Personnel Services in conducting professional development activities relating to behavioral, social-emotional interventions, behavior modification techniques and strategies, etc.
- Adheres to established confidentiality standards.
- Projects a positive and professional image at all times.
- Performs other duties as assigned by the Director/Assistant Director of Pupil Personnel Services.
- Assists in the development of an Extended School Year (ESY) program to meet individual student needs.
- Other duties and responsibilities as assigned by the Assistant or Director of Pupil Personnel Services.

Protective Personal Equipment:		Protective arm shields if necessary			
Classification:	Sedentary:	Light:	Medium:	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None:		Manual:		Automatic:

Work Environment			
Floor Surface:	Carpet or Tile		
Inside:	Up to 100%	Outside:	up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.		x				

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CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.	x					

PUSHING/PULLING						
Maximum push/pull: 25 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
100 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			x		
Standing			x		
Walking			x		
Bending		x			
Twisting		x			
Crawling		x			
Kneeling		x			
Squatting		x			
Climbing		x			
Reaching – Vertical		x			
Reaching – Horizontal			x		
Grasping			x		
Pinching			x		
Manual Dexterity			x		
Fine Dexterity			x		

***FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- a. Master’s Degree preferred
- b. Minimum of three years as a school-based counselor for students with behavioral/social-emotional

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adjustment difficulties.

- c. Minimum of at least three (3) years' experience designing, developing and implementing specialized programs for students with behavioral/mental health adjustment difficulties within a public school system.

License/Certificate/Certification:

RI Certification as a school adjustment counselor or social worker

Technological and/or Technical Skills:

Skilled in using MS Office. Strong computer skills in data collection, record keeping and document development .

Communication Skills:

Strong oral and written communications skills. Demonstrable presentation and platform skills.

Planning Skills:

Strong organizational skills, time-management skills, and follow-through with tasks and promises.

Interpersonal and Problem solving skills:

Capable of working collegially with all levels of administration and staff.

Terms of Employment:

Per NEANK Teacher's Contract.

Evaluation:

Per NEANK Teacher's Contract.

Date: 4/2017