



**BAY DISTRICT SCHOOLS**  
**DEPARTMENT OF HUMAN RESOURCES**  
**JOB DESCRIPTION**

**TITLE: LICENSED MENTAL HEALTH PROFESSIONAL (LMHC, LMFT or LCSW)**

**QUALIFICATIONS:**

1. Licensure as a Mental Health Counselor, Marriage and Family Therapist or Clinical Social Worker pursuant to Florida Statute Chapter 491. Designation as a Qualified Supervisor for Registered interns is preferred.
2. Minimum of three (3) years of professional experience working with children and their educational needs, preferred.
3. Valid Florida driver's license required.

**PHYSICAL REQUIREMENTS:** Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**WHEN QUALIFIED, SUPERVISES:** Registered Interns seeking licensure pursuant to Florida Statute Chapter 491.

**PERFORMANCE RESPONSIBILITIES:**

1. Administers assessments and treatment plans for students who have been referred or identified with the need for interventions, focused on social/emotional/behavioral issues.
2. Prepares and shares social and developmental histories on children with input and signed consent from parent/guardian.
3. Provides individual psychotherapy.
4. Provides suicide and risk assessment and referrals with follow up, when appropriate.
5. Participates with the staffing team to develop and review Individualized Educational Plans (IEP) that include behavioral/emotional goals and objectives, when appropriate.
6. Provides Crisis Intervention Counseling to students, families and staff.
7. Coordinates mental health services between school, home and the community to ensure that there is timely access to a comprehensive array of cost-effective mental health treatment and support services.
8. Provides direct instruction of social/personal skills in the classroom setting as well as in small groups and individually.
9. Maintains and documents contact with parent/guardian; arranges or attends parent meetings.
10. Ensures that mental health services for children and adolescents are provided in a sensitive manner that is responsive to cultural and gender differences and special needs. Mental health services must be provided without regard to race, religion, national origin, gender, physical disability or other characteristics.
11. Ensures that students are receiving services that are integrated and linked with schools, residential child-caring agencies and other child-related agencies and programs.
12. Travels to schools, students' homes and various sites within the district, as warranted.
13. Attends and facilitates training(s), as assigned (e.g. interventions, positive supports, mental health issues, research findings, parenting skills, etc.).
14. Maintains professional licensure.
15. Adheres to professional mental health work standards, the Code of Ethics for the licensed profession and state mandated abuse/neglect reporting statutes.
16. Makes all decisions and performs all tasks in accordance with Bay District Schools' Organizational Values.
17. Performs other related duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of state and federal background check is required for employment.
2. Ten (10) months. Paygrade as established by the School Board on Licensed Salary Schedule.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

  
Reviewed by Dept. of Human Resources

Revision Approved: APPROVED AUG 11 2020  
Adopted by Bay District School Board: July 16, 2019