

# School Counselor - Mental Health Transition Office

## Position Details

Job Code: C8020

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Personnel Salary Schedule, 9 Months](#); add-on days at the contracted daily rate of pay and/or flexible schedule to cover emergency events after hours may be available

FLSA STATUS: EXEMPT

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## Position Summary

The person selected for this licensed position will help coordinate and provide consultative and direct support to schools for students who are transitioning from hospitals/treatment centers back into Clark County School District (CCSD) schools. This specialist will advocate for the needs of the students, identify areas of strengths and weaknesses of students, and work collaboratively with department counselors, psychologists, social workers, and appropriate school personnel in devising action plans. Services will include providing crisis prevention, intervention, including reentry planning, and postvention services, as well as working collaboratively with community agencies. The individual selected for this position will be expected to adhere to the CCSD's *Professional Domains and Standards for Licensed Employees* and will report to the coordinator or director of the Crisis Response Team (CRT), Student Services Division.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Communicates and collaborates with parents/guardians, hospital/treatment

- center representatives, and school staff, including the site-based administrator, as well as members of the CRT, as needed in identifying and addressing the needs of transitioning students.
2. Serves as liaison between the school, home, and community to coordinate case services, interpret school procedures, and explain policies of agencies to school personnel.
  3. Assists parents/guardians with access to community-based mental health providers and other services, as needed.
  4. Assists school teams in developing an understanding of students' mental health needs, including behavioral manifestations of the diagnosed condition(s), as applicable.
  5. Consults with a school team regarding the potential for a special education evaluation or need for a Section 504 Accommodation Plan.
  6. Consults and works with a school team and parents/guardians to help identify, mobilize, and coordinate resources within and outside the school to enable the student to adapt to and learn as effectively as possible in the educational setting.
  7. Ensures that parents/guardians understand CCSD services and supports for their children.
  8. Develops personal logs and helps maintain a program database that tracks student referrals, transition services, and educational outcomes.
  9. Provides direction, modeling, and coaching to School-Based Intervention Team members with respect to the collaborative problem-solving model and the development of a reentry plan identifying needed transition services and supports for students.
  10. Contributes knowledge, skills, and techniques in the areas of mental health, human behavior, child development, and the Systems of Care Model for service delivery to school team members.
  11. Supports CCSD, division, and department initiatives associated with Multi-Tiered System of Supports.
  12. Participates in ongoing professional learning (PL) and other job-related duties and activities, as assigned.
  13. Assists the CRT with providing postvention counseling services in a targeted school when requested.
  14. Exhibits flexibility to adapt to the ever-changing needs of CCSD in addressing student threats, crisis intervention, and mental wellness.
  15. Possesses a working understanding of the Nevada Medicaid Plan and utilizes Medicaid reimbursement practices as outlined by CCSD.
  16. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Knowledge of direct crisis response.
  2. Knowledge and understanding of the developmental process, as well as theories and knowledge of strategies that foster positive child development.
  3. Knowledge of substance abuse trends and prevention techniques.
  4. Knowledge of effective instructional materials on counseling, parenting, and healthy development.
  5. Knowledge of a variety of community resources related to student mental health.
  6. Knowledge of instructional and alternative programs available throughout CCSD.
  7. Knowledge of and ability to conduct PL for staff and parents/guardians.
  8. Ability to adjust to change, create new programs, and work with CCSD and community personnel.
  9. Willingness to establish a flexible employment schedule to conform to programmatic needs.
  10. Ability to interact positively with students, parents/guardians, counselors, and other staff.
  11. Commitment to excellent communication and organizational skills.
  12. Commitment to collaborative work relationships and ongoing PL as evidenced by attendance at conferences, trainings, and in-services.
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## Position Requirements

### Education and Training

1. An earned master's degree from an accredited college or university.
2. At least three (3) years of experience as a school counselor.
3. Experience in conducting PL for staff and parents/guardians.
4. Experience in crisis response through a School-Based Intervention Team.

### Licenses and Certifications

1. Must possess or be able to acquire, by the time of appointment to the position, a K–12 School Counselor license issued by the Nevada Department of Education.
2. Applicant/employee must be able to provide their own transportation.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Created: 05/12/25