

Leon County Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Licensed Mental Health Professional **Date Prepared:** 06/2022
FLSA: Exempt **Position Code:**

Typical Decisions and Recommendations to Others:

This position requires the regular exercise of independent discretion and judgement in accordance with state law and defined policy parameters in area of expertise. Work follows specific procedures; however, the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

004	Staff Development	Develop and train staff. Perform needs analysis, arrange, coordinate, deliver, evaluate, and/or monitor staff development.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, related services, federal agencies, etc. Communicate information internally. Does not include parent liaison.
045	Report Preparation (Non-Board)	Prepare required reports. This does not include reports for the Board.
046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does not include the review of reports and documents covered under subsequent activities.
047	Professional Meetings	Attend professional association meetings as required.

049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
120	Naturalistic Observation	Apply methodologies using standardized protocols for the systematic collection and analyses of data for a variety of audiences and constituencies.
613	Staff Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

Activity Name

Education/Experience:

Master's Degree in Mental Health Counseling, Social Work or other as defined by the Florida licensing requirements, Title XXXII, Chapter 491, F.S. to provide mental health services and is qualified to initiate an involuntary examination pursuant to s. 394.463, F.S.

Board Approved: