

## Job Description

### **Position:**

Mental Health Specialist

### **General Duties:**

Under the direction of the Superintendent and Director of Special Education, the Mental Health Specialist provides therapy services to students as part of an Individual Education Program (IEP) service or other programs; provides consultation and in-service to families and staff in the area of mental health.

### **Job Goal:**

The Mental Health Specialist is responsible for supporting the optimal educational and personal development of each student.

### **Essential Duties and Responsibilities**

- Responsible for providing counseling services to a caseload of students, including consultation and collaboration to support those students' educational progress and also drafting IEP goals and supporting the team in IEP development in regard to the students' social-emotional well-being.
- Provides counseling services according to the student's Individualized Education Program (IEP).
- Participates in student IEP meetings as assigned.
- Consults with teachers, school psychologists, behavior specialists, administrators and other school staff regarding students' social-emotional needs related to education.
- Acts as part of an IEP team including providing information about a student's current levels of performance and making suggestions for appropriate goals and objectives within the area of expertise.
- Collaborates with the school psychologists and behavior specialists to consider assessment data from evaluations in goal development and counseling service provision.
- Evaluates the effectiveness of counseling programs and students' progress in resolving identified problems and moving towards defined objectives.
- Modifies treatment activities and approaches as needed to comply with changes in student status.
- Supervises students within counseling sessions to ensure a safe, non-threatening, nurturing environment where students can thrive.
- Provides counseling services aligned with the American School Counselor Association standards including social/emotional, and career/vocational guidance.

Mental Health Specialist

Adopted 4/12/23

- Protects the privacy of children.
- Assists administrators within the district with students identified as needing support.
- Responds to emergency situations on campus.
- Collaborates with first responders, school resource officers, fire department, and police to provide a safe campus environment.
- Performs other duties as assigned.

**Required Skills and Knowledge:**

- Ability to prepare clear and concise reports.
- Maintain detailed and accurate records.
- Analyze situations carefully and adopt effective courses of action.
- Communicate effectively, both orally and in writing.
- Maintain confidentiality in all matters pertaining to students' families and others.
- Perform duties in adherence with all federal and state laws and regulations and all district policies, procedures, and guidelines.
- Establish and maintain cooperative working relationships with parents, students, staff and administration.
- Work independently in an effective manner.
- Proficiently operate computer technology.

**Physical Requirements:**

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to drive a vehicle to conduct work. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 25 pounds. Ability to demonstrate mental acuity in the performance of job-related duties and interactions with students and adults.

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2508 Howard Street, Lakeport, CA 95453

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**Working Conditions:**

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

**Qualifications:**

Credential: Valid California Pupil Personnel Services Credential (PPS); or Marriage and Family therapy License (MFT); or Licensed Clinical Social Worker (LCSW); or Clinical Social Work (MSW); Educational Psychologist; Licensed/Educational Psychologist; or equivalent

**Salary:**

Placement on the Psychologist, Behavior Specialist and Mental Health Specialist Salary Schedule

**Work Year:**

190 days per year

**Evaluation:**

Director of Special Education

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