

Foresthill Union School District

JOB DESCRIPTION Mental Health Specialist

Purpose: Supervised by the Principal, the Mental Health Specialist provides educationally-related student support in alignment with the MTSS/PBIS frameworks; assists students with accessing academic learning by providing strategies that identify and address the social/emotional/environmental issues that interfere with the educational process.

Essential Job Functions and Responsibilities:

- Provides individual, group, and family counseling services to students with educationally related mental health services.
- Serves as a member of the Individual Education Program (IEP) Team for students on caseload, actively participates in the IEP process to advise on developing appropriate goals and placement recommendations in the Least Restrictive Environment (LRE,) and assists in the development of positive behavior intervention strategies.
- Reports progress on treatment/behavior and supports SSTs, IEPs, and 504s
- Implements current federal and state laws, education code, and district policies and procedures.
- Assists parents in understanding the unique and individual needs of their child and provides parents with information about child development.
- Assists with the implementation of the district's Multi-Tier System of Support (MTSS), including the provision of mental health services to general education students.
- Serves as a consultant to staff on the implementation of school-wide prevention and intervention programs.
- Plans, coordinates, and/or develops educational interventions, behavior management, transition plans, and counseling mental health programs.
- Conducts emergency student risk assessments, supports students and families, and communicates with appropriate agencies and school staff.
- Works with the crisis support team to respond to emergencies.
- Works effectively with all segments of the education community, the general public, and outside community agencies.
- Supports students and their families receiving services from outside agencies (e.g., county probation department, Department of Social Services, etc.)
- Supports students with attendance and discipline-related problems by identifying contributing factors and appropriate programs to address the issues and improve their academic performance.
- Prepares and delivers related parent education training.
- Maintains confidentiality in all matters pertaining to students, families, and others.
- Performs other related duties as assigned.

Employment Eligibility:

- A successful candidate must provide proof of employment eligibility and verification of the legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Master's degree in social work from an accredited graduate school.

Experience:

- Employment in a public or private educational setting providing mental health-related services.

Knowledge of:

- Principles and practices of mental health and behavioral change related to individuals, groups, and families.
- Basic knowledge of Positive Behavioral Interventions and Supports (PBIS) and Multi-Tiered System of Supports (MTSS), Individuals with Disabilities Act (IDEA) regulations and disabilities, including but not limited to Autism (AUT), Specific Learning Disability (SLD), Other Health Impaired (OHI), Emotional Disturbance (ED), Speech or Language Impairment (SLI), Family Education Rights and Privacy (FERPA), and Medi-Cal requirements; federal and state laws concerning family rights and behavioral health services; special education framework, including Individualized Education Program (IEP); therapy methods appropriate to meeting the needs of students and their families; agencies, resources, and programs available to assist students; correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles and methods of counseling and the accepted techniques for assessing psycho-social behavior.
- Pertinent law and regulations regarding health and social service programs and public education, including policies, objectives, and guidelines of the District Special Education program.
- Community resources, services, and programs serving students and families with special needs, including mental health and behavioral needs.
- Psychological and social aspects and characteristics of children and youth with physical and intellectual disabilities, emotional and social disturbances.
- Oral and written communication skills. Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, empathy, and courtesy.
- Operation of a computer and assigned software.
- Record-keeping techniques and report preparation techniques.
- Modern office practices, procedures, and equipment.
- Public relations techniques.
- Diversity and cultural sensitivity

Skills and Abilities:

- Identify and provide direct service relating to the behavioral and mental health needs of students.
- Develop and implement appropriate behavioral and mental health services in educational settings.
- Work as a part of a multidisciplinary educational support team.
- Provide professional development training regarding mental health issues and relevant techniques and supports in educational settings.

- Communicate effectively, orally and in writing.
- Prepare and maintain records, logs, files, case notes, and other documentation.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Identify student issues requiring attention and recommend services for improvement.
- Understand and relate to students with special needs.
- Refer families to community agencies and District services as appropriate.
- Establish and maintain cooperative and effective working relationships with others.
- Time management, including planning and organizing work; and meeting/reporting schedules and timelines.
- Identify and develop measurable social, emotional, and behavioral goals.
- Work independently with little direction.
- Operate a variety of office equipment, including a copier, fax machine, computer, and assigned apps.
- Analyze situations accurately and adopt an effective course of action.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Perform crisis intervention and management techniques.

Certificates & Licenses:

- Valid Licensed/Registration through the Board of Behavioral Sciences (BBS) in the state of California to provide mental health services (LMFT – Licensed Marriage and Family Therapist; LCSW Licensed Clinical Social Worker; LPCC - Licensed Professional Clinical Counselor; Licensed Clinical Psychologist or registration as an ACSW – Associate Clinical Social Worker, AMFT – Associate Marriage and Family Therapist, or APCC – Associate Professional Clinical Counselor)
- Valid California Driver's License with evidence of insurability
- Highly Desirable: PPS (School Psychologist) or PPSC (School Social Worker) (Supervision with an LCSW holding a PPSC or a School Psychologist holding a PPS credential will be provided by the district in the event candidate does not hold a PPS/PPSC)

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Physical Requirements: (including but not limited to)

While performing the essential functions and responsibilities of this job, the employee may be required to stand, walk, bend, reach, climb, stoop and kneel; speak and hear effectively. Requires manual and finger dexterity to manipulate assessment tools, write, use a keyboard to operate a computer, and other standardized office equipment requiring repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Evaluation:

- Probationary employees shall be evaluated at least once during their probationary period, and shall be advised in writing during their eleventh month of employment whether or not they will be recommended for continued service, pending a satisfactory evaluation. (Article 3.1.3 of CSEA agreement)

- Observation, general supervision and formal evaluation by the Site Administrator.

The above essential functions and physical requirements are not exhaustive and may be supplemented as necessary.

Work Environment: Work is performed in an office or school environment and involves contact with staff, students, families, and remote service providers.

FLSA Status: Exempt

Employee Group: Classified

Contract Days: 186

Salary Placement: Classified Salary Schedule, Range 44

Supervisor: School Principal

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Board Approved: 06/20/2023