

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Mental Health Specialist
SALARY PLACEMENT:	Non-Represented Salary Schedule

SUMMARY:

Under the direction of the Director of Special Education/Special Programs, and the immediate site supervisors, a School Mental Health Specialist will be responsible for providing services to students, parents and staff. The Mental Health Specialist will be responsible for assisting students with academic learning by providing strategies that identify and address the social-emotional-environmental issues that interfere with the educational process.

SUPERVISOR:

This position reports directly to the Director of Special Education/Special Programs.

SUPERVISION OVER:

Classified staff and interns as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Provide crisis intervention services.
2. Determines and implements appropriate therapeutic strategies to effect changes in behavioral social interactions of students and their families.
3. Provides individual and group therapeutic counseling to students.
4. Collaborates with school staff and other school system personnel in implementing strategies to Promote student functioning.
5. Completes psychosocial assessments.
6. Serves on a variety of committees to address educational issues, adjustment problems, safety issues, program development for student wellness.
7. Provides staff consultation on behavioral-emotional- environmental factors that impact learning.
8. Provides social work case management for students and families.
9. Conducts classroom meetings, psycho-educational social skills groups and classroom presentations on identified areas of concern for the students.
10. Participates in conduction home visits related to establishing communication between parent/guardian and school setting around identified issues.
11. Completes functional behavior assessments on identified students.
12. Completes risk assessments on referred students.

13. Completes classroom observations.
14. Attends meetings and professional development activities as required.
15. Assists in development, training and supervision of per mentoring/helping programs.
16. Serves as liaison to school sites and community based organizations to build capacity in trauma informed and culturally responsive behavioral health services and supports.
17. Develop and maintain necessary tracking mechanisms and records to manage casework.
18. Effectively apply psychotherapeutic techniques of a complex nature in the treatment of individual client and groups.
19. Develop and maintain cooperative, constructive relationships with students, families, and other professional disciplines, social agencies and fellow workers.
20. Organize and manage caseload.
21. Provide clinical supervision and training to assigned staff.
22. Work independently with little direction.
23. Meet schedules and timelines.

KNOWLEDGE AND SKILLS:

- Knowledge of best practices and laws governing students with disabilities; skill in communicating assessment results both orally and in writing; interpersonal communication, consultation, and group leadership skills necessary to work effectively with students, parents, teachers and administrators
- Skill in public speaking, designing presentations and trainings for small and large groups of school professionals
- Knowledge of District and state curriculum
- Data-gathering methodology
- Knowledge of Special Education laws and procedures
- Ability to understand and implement complex oral and written directions given in English
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling
- Effective consultation skills
- Effective personal and academic counseling techniques and procedures
- Counseling theory, ethics and associated legal confidentiality requirements
- Behavior modification techniques and strategies
- Ability to make referrals to other community resources, support groups, and social service agencies as appropriate
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Effective use of technology and/or related skills

EMPLOYMENT STANDARDS:

M.A. Degree or equivalent preferred.

EXPERIENCE:

Three (3) years of successful experience in school settings – preferably in the area of special education.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Therapist license or equivalent

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient vision to read printed materials
- Sufficient hearing to conduct in person and telephone conversations
- Sufficient physical mobility to move about the district and drive a car
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups
- Physical mental and emotional stamina to endure long hours under sometimes stressful condition
- With or without the use of aids
- Ability to lift objects up to 30 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: May 4, 2016

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.