

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** School Psychologist/Mental Health Coordinator

**DEPARTMENT:** Educational Services

**POSITION SUMMARY:** Under the general supervision of the Director of Special Education, the School Psychologist/Mental Health Coordinator performs the duties of a school psychologist and additionally provides coordination, leadership and management for the provision of mental health services as required through AB 114.

### **ESSENTIAL FUNCTIONS:**

1. Provide all School Psychologist functions as assigned including assessment, consultation, counseling, Individualized Education Program facilitation and development, behavior support plan development, and specific mental health needs assessments.
2. Provide leadership and coordination for provision of special education mental health services throughout the District.
3. Coordinate and facilitate special education mental health referrals for higher levels of care including but not limited to accessing Marriage Family Therapists, Licensed Clinical Social Workers etc; arranging for Medi-Cal supported therapeutic behavior services; coordinating therapeutic behavior services (wrap-around) in the school setting; referrals for residential treatment.
4. Coordinate and facilitate mental health training for special education staff and partnerships with outside agencies.
5. Coordinate special education mental health curriculum needs and planning.
6. Assist Director of Special Education and Program Specialists with special education mental health program planning and development.
7. Act as liaison between District, Special Education Local Plan Area, and regional and community agencies.
8. Represent District at Special Education Local Plan Area meetings relating to mental health as assigned.
9. Coordinate parent trainings and support services.
10. Collaborate with in-district and out-of district staff for coordinated provision of special education related mental health services at all school sites or at other sites as indicated by student need.
11. Prepare and submit required district, state and federal reports regarding AB114 funded services.
12. Recommend AB 114 budget allocation and priorities to Director of Special Education.
13. Maintain regular and prompt attendance in the workplace.
14. Perform other related duties as assigned.

**EDUCATION AND EXPERIENCE:** Must hold or be able to obtain a valid Pupil Personnel Services Credential with a School Psychology authorization and have a Master's degree. Must hold or be able to obtain a Behavioral Intervention Case Management certification. Experience in providing counseling or mental health services is desired. Demonstrated successful experience as a school psychologist with collaboration and counseling activities.

## **SKILLS AND QUALIFICATIONS:**

1. Successful experience as a school psychologist in a variety of settings.
2. Knowledge of curriculum development, programs and theories for school based counseling therapy.
3. Knowledge of curriculum accommodation and modifications related to emotional needs of special education students.
4. Ability to maintain cooperative working relationships with staff, administration, parents and community.
5. Ability to communicate effectively, both orally and in writing.
6. Knowledge of current California special education law.
7. Knowledge of “best practices” models for special education assessment, IEP development and service delivery.
8. Knowledge of evidence based practices for counseling and therapy in the school setting.
9. Ability to prioritize budget and expenditures.

## **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

## **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and/or classroom, outdoors on the playground, make home visits and come in direct contact with district and site staff, parents, students and the public.

**SALARY:** Leadership/Management Salary Schedule (LMP) Class 11

**DAYS OF SERVICE:** 204 days

**BOARD APPROVED:** May 8, 2012