

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**PROJECT SPECIALIST, MENTAL HEALTH**

**Purpose Statement:**

Under administrative direction the Project Specialist, Mental Health, provides and coordinates educationally related mental health and behavioral services to students with special needs within the Juvenile Court and Community Schools, JCCS, participates in IEP team meetings, assesses student needs, and provides coordination of educationally related mental health services as a licensed qualified mental health professional to students.

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**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Essential Functions:**

- Provides case management services as a licensed qualified mental health professional to students diagnosed with mental health problems/challenges.
- Serves as the Ordering, Rendering and Prescribing practitioner (ORP) for mental health services in the Medi-Cal Billing Option/SMAA programs.
- Performs case assessments to determine needs of students.
- Provides contact and consultation to students, teachers, and staff at assigned school sites.
- Prepares case history information and develops service plans.
- Provides crisis intervention and treatment interventions for students and their families.
- Maintains appropriate history, health, and Medi-Cal Billing Option/SMAA billing records for each student.
- Serves as part of a team approach to ensure that mental health services successfully assist students at alternative school sites in returning to a regular school program.
- Participates in group and individual meetings, including IEP meetings.
- Attends and participates in a variety of committee meetings, workshops and conferences (e.g. professional development activities, SELPA committees, IEP teams, ERMHS organizations, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

- Responds to crisis situations, resolving immediate safety concerns 24/7 and intervening in situations that could negatively impact the student's education and treatment plan.
- Assists district staff in the identification, selection, and use of appropriate social emotional supports, and methodologies for the purpose of providing support for the provision of direct service to students.
- Maintains a variety of manual and electronic files, records, and direct and indirect data (e.g. data graphs, interviews, observations, etc.) for making data driven decisions regarding student programming.
- Participates in IEP meetings and provides on-going behavior supports coaching to teachers, staff, and parents.
- Researches, plans and develops, training and support materials (e.g. handouts, videos, web-based documents, needs assessments, etc.) providing a variety of presentation mediums for in-service trainings for teachers, administrators, counselors and other school staff.
- Assists teachers and IEP teams in developing appropriate IEP goals, designing data collection systems, analyzing data, and implementing Behavior Intervention Plans and Therapy methods appropriate to meeting the needs of students and their families.
- Provides supervision hours as assigned to unlicensed mental health therapists employed with SDCOE.

**Other Functions:**

- Performs related duties as assigned.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

KNOWLEDGE OF:

Psychological and social aspects and characteristics of at-risk children with disabilities, particularly emotional disturbance;

Best practices for meeting the educationally related mental health needs of students;

Pertinent laws, regulations, and procedures regarding education, family rights, and social/mental health services;

Thorough technical knowledge of modern office and organization practices.

ABILITY TO:

Demonstrate positive working relationships with students, staff, and parents;

Work with diverse groups of students in varied socioeconomic and multicultural areas;

Understand, interpret, and explain policies and procedures;

Establish workload priorities and meet timelines;

Provide services to students for the purposes of providing a safe learning atmosphere and higher academic achievement;

Communicate effectively orally and in writing;

Operate standard office equipment including microcomputers and related software applications;

Plan and organize work;

Maintain records and prepare reports;

Analyze situations accurately and adopt an effective course of action;

Work independently with little direction;  
Compose varied correspondence;  
Maintain confidentiality;  
Facilitate communication between persons with frequently divergent positions.  
Research and prepare accurate and concise reports.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in a classroom or office setting.  
Position requires transportation to and from various worksites.  
May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

- Education: A Master's degree in psychology, social work, mental health counseling or related field; and
- Experience: Two (2) years of experience in counseling and crisis intervention with children and adolescents in a mental health setting. Experience with alternative education settings preferred.
- Equivalency: A combination of education and experience equivalent to a master's degree in psychology, social work, mental health counseling or related field; and two (2) years of experience in counseling and crisis intervention with children and adolescents in a mental health setting. Experience with alternative education settings preferred.

**Required Testing**

N/A

**Certificates, Licenses, Credentials**

Valid California Driver's License  
Must be registered with one of the following California State licensing boards: Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC) or Licensed Clinical Psychologist.

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management, Grade 035

Personnel Commission Approved: Dec. 15, 2021

Revised: N/A