



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** LEAD MENTAL HEALTH THERAPIST – LICENSED or ASSOCIATE  
**REPORTS TO:** Manager of Mental Health Programs and Associate Manager of Mental Health Programs **SITE:** School Site  
**CLASSIFICATION:** Classified Bargaining Unit  
**SALARY:** Range 268 - Classified Salary Schedule (For Licensed)  
Range 266 - Classified Salary Schedule (For Associate)  
**WORK YEAR:** SDO + 10  
**APPROVED BY THE BOARD OF TRUSTEES:** January 23, 2020

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#### **JOB SUMMARY:**

Under the general supervision of the Manager of Mental Health Programs and direction of the Associate Manager of Mental Health Programs, the Lead Mental Health Therapist will maintain mental health therapist responsibilities and expectations while coordinating the multi-tiered system of support for the wellness program, day-to-day operations, partnering with outside agencies to promote family access to wellness and health promotion programming, and spearheading school-wide prevention and education efforts. The Lead Mental Health Therapist assures compliance with laws, codes, board policies and regulations related to student support services; performs clinical supervision as assigned (licensed only); promotes alignment of crisis response and post-intervention procedures and protocols within the District; and performs related work as required to ensure that all programs are in alignment with the outcomes for student success as identified in the District's strategic plan. The Lead Mental Health Therapist focuses on the physical, social, intellectual, and emotional, growth of each student.

#### **ESSENTIAL FUNCTIONS of Lead Mental Health Therapist:**

1. Serve as the site's mental health leader to coordinate and implement clinical best practices in wellness programming and education.
2. Model the values of the District's wellness program with integrity and high ethical standards.
3. Communicate to department members appropriate information.
4. Receive, screen and coordinate wellness referrals.
5. Balance all mental health therapist caseloads.
6. Clinical Supervision as assigned (Licensed only).
7. Approve all levels of District-based ERMHS in compliance with Special Education.
8. Serve as site mental health lead for the crisis response team and triage support.
9. Act as the site's primary-point-of-contact for stakeholders: administration, department heads, student leadership, parent groups, and community partners.
10. Assist with triaging Anonymous Alerts that relates to mental health reports.
11. Participate in Level 1 Threat Assessments.
12. Oversee the daily operations of the wellness center to ensure accessibility to services during school hours, including but not limited to, drop-in hours- and staff availability.
13. Provide site communications about wellness programming.
14. Plan and execute wellness events and campaigns.
15. Ensure the planning and delivery of workshops, presentations or curriculum related to social-emotional health for students and staff.
16. Coordinate wellness support and lessons with specialized programs such as, but not limited to, Guided Studies, English Learners- and Student Leadership.
17. Serve as MTSS site mental health lead, including but not limited to, planning, developing and participating in the Student Intervention Team.
18. Implement District-wide wellness initiatives and ensure the fidelity of service delivery for existing interventions.

19. Oversee maintenance and updating of Wellness Counseling webpage, in collaboration with site administrative team.
20. Attend site leadership, department meetings, i.e. Counseling and Special Education.
21. Meet regularly with administrator overseeing wellness department at the site.
22. Attend or present at evening educational events for families and the school community.
23. Organize and facilitate regularly scheduled site mental health team meetings.
24. Attend regularly scheduled Lead Mental Health Council meetings to maximize alignment of goals, infrastructure, processes/procedures, and wellness programming across high school sites.
25. Assist with data collection and prepare site report summaries as directed by supervisor.
26. Act as the site's primary point-of-contact for the Manager and Associate Manager of Mental Health Programs.
27. Establish annually, in consultation with the Manager and Associate Manager of Mental Health Programs, site departmental goals.
28. Work with supervisor in development of department budget and assume responsibility for administering funds to support site programming.
29. Serve as the site point of contact for mental health therapist trainees for programmatic policies and procedures
30. Perform any other duties as assigned by the immediate supervisor.

**Including Essential Functions of the Mental Health Therapist:**

31. Provide direct mental health services including counseling, consultation, mental health evaluations, treatment coordination individual/group therapy- and collateral case management to students and families.
32. Provide a multi-tiered system of supports to support students.
33. Counsel students individually and in group sessions to assist overcoming dependencies, maladaptive behavior, adjusting to life and making changes.
34. Collect and assess information about students through interviews and observations.
35. Act as student advocates in order to coordinate required services or to resolve emergency problems in crisis situations.
36. Develop and implement treatment plans based on clinical experience and knowledge.
37. Collaborate with other staff members to perform clinical assessments and develop treatment plans.
38. Provide information and support to teachers and administrators regarding classroom environment and school climate responsive to needs of students.
39. Provide consultative support as a subject expert to teachers, administrators, and parents regarding mental health or behavioral issues, understanding cultures, and substance abuse.
40. Design appropriate interventions for the teachers of students to differentiate instruction, to incorporate social-emotional health and behavioral classroom plans, and to support and monitor student progress and mental health.
41. Collaborate with administrators, school psychologists, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
42. Evaluate the effectiveness of counseling programs and student's progress in resolving identified problems and moving towards defined objectives.
43. Maintain data on the efficacy of services.
44. Modify treatment activities and approaches as needed in order to comply with changes in students' status.
45. Gather information about community mental health needs and resources that could be used in conjunction with therapy and provide referrals as appropriate to in-District and community resources.
46. Facilitate workshops and courses and deliver curriculum specific to socio-emotional health needs.
47. Maintain confidentiality of records related to students' treatment.
48. Prepare and maintain all required assessment and treatment records and reports.
49. Attend IEP and 504 meetings and contribute to the goals and planning for the students.
50. Communicate and collaborate with other staff and family members as a means of effectively supporting students and strategies in home and school as to optimize the overall program and progress of the student.
51. Work with and communicate with other agencies (e.g., probation, law enforcement, other mental health providers, etc.) to ensure all aspects of the student' program are addressed.

52. Participate and support District activities related to student engagement (e.g., alternatives to suspension, student attendance review board (SARB), re-entry hearings, etc.).
53. Plan and conduct training and education for staff, students, and parents.
54. Develop/plan and oversee wellness center activities.
55. Perform other duties as assigned

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**Education/ Experience**

- Must possess a Master’s Degree in the field of mental health plus a valid registration with the CA BBS - AMFT, MFT, ASW, LCSW, APCC, LPCC, Ph.D.
- Minimum 2 years of experience as school-based mental health therapist.
- Experience providing psychotherapy to children and families.
- Must be eligible to register and sit for California Board of Behavioral Sciences licensing exams within two years of employment (applicable for Lead Mental Health Therapist-Associate only).

**KNOWLEDGE OF:**

- School based mental health services.
- Rules and regulations applicable to providing mental health services and such services in public schools.
- Psychotherapy principles and practices, including treatment of individuals, families and groups.
- Interviewing techniques.
- Community agencies and referral resources.
- Reporting responsibilities for student welfare.

**EXPERIENCED WITH:**

- Organize, plan, coordinate and direct a variety of complex programs and services.
- Establish and maintain effective working relationships with others.
- Demonstrate an extensive knowledge of Wellness policies/procedures, staff development, methods of assessing student progress, and program design and delivery, adolescent health, mental health, and substance use/abuse.
- Demonstrate excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, other agency personnel, and public presentations).
- Demonstrate effective listening skills.
- Demonstrate effective conflict resolution skills and deal with confrontational situations in a positive manner.
- Demonstrate effective collaboration and problem solving skills when working with other district and outside agency personnel.
- Demonstrate ability to take initiative and provide self-directed leadership at the school site level.
- Establish priorities and deadlines.
- Plan, provide feedback and assess program.
- Establish and maintain records.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**WORKING CONDITIONS:**

**ENVIRONMENT/HAZARDS:**

- Office environment.
- Classroom environment during observances.
- Occasional home visits to meet with families of students.
- Interruptions and sometimes crisis situations.
- Possible contact with hostile or abusive individuals with unpredictable behaviors, both students and adults.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

**LICENSES/OTHER REQUIREMENTS:**

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.