



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

JOB TITLE: Mental Health & Wellness Program Assistant
REPORTS TO: Manager of Mental Health Programs
SITE: District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 month
SALARY: Range 40 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: June 23, 2022 **EFFECTIVE DATE:** July 1, 2022

JOB SUMMARY:

Under general supervision of the Manager of Mental Health & Wellness Programs & Director of Student Services, perform varied tasks to support the day-to-day operations of the District's Mental Health & Wellness Programs; including Grants (ex. LCSSP Grant & TUPE Program) and their staff. These duties include, but are not limited to, producing written and oral communications, record keeping, data gathering, document and presentation preparation, and other related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this classification are distinguished from other and office support classifications by the greater variety, breadth and scope of duties assigned and the degree of latitude required in making routine administrative decisions. Positions are also distinguished by the greater proportion of time spent performing support duties, and higher level of responsibility for public contact and problem solving.

ESSENTIAL FUNCTIONS:

- Perform a variety of complex clerical and support functions assisting the Manager & Associate Manager of MH&W Programs with routine administrative matters as appropriate
- Coordination of Home Visits, School Attendance Review Team(s) (SART), and School Attendance Review Board (SARB)
- Serve as parent liaison for evening events, and assist social workers in coordination of events and interventions with SMUHSD and our partner districts
- Oversee attendance reports
- Assist in data systems related to Grants (such as, but not limited to LCSSP and attendance monitoring
- Monitor, update, and manage administrative tasks (i.e. Aeries, Healthmaster, AESOP, tracking of MH staff licensure with the Board of Behavioral Sciences (BBS), attendance of MH staff, organize family conferences, manage program supplies, support MH team, end of semester assessments, etc.)
- Oversee multiple Grant operations for Mental Health & Student Services
- Support the Manager and Associate Manager of MH&W Programs in preparing & disseminating communications to families and staff (i.e. phone calls, letters, emails, event announcements, etc.).
- Compose, type and assemble correspondence, reports, memoranda, and other materials
- Create and execute requisitions, purchase orders, and related administrative documents
- Prepare letters, memoranda, reports, flyers, and newsletters
- Prepare department agenda items for submission to the Board of Trustees
- Establish, maintain and update a variety of records, logs and filing systems
- Assist with school site emergency requests
- Manage logistics for professional development organized around MH&W & School Counseling

- Maintain appointment schedules and calendars; arrange and attend meetings, notetaking as needed, notify participants; prepare meeting agendas; and take meeting minutes
- Support District MH&W staff (i.e. MH&W team members and Social Workers) with administrative tasks, technology, as needed
- Support Manager & Associate Manager of MH&W Programs with District Advisory & Council Committee meeting logistics, organization, note-taking and meeting summaries
- Review correspondence directed to the Manager & Associate Manager of MH&W Programs and draft routine correspondence, and prepare interoffice memoranda
- Maintain appointment schedules and calendars; arrange meetings; notify participants; prepare meeting agendas; take meeting minutes; and take follow-up actions subsequent to meetings
- Prioritize and monitor work to ensure timely completion
- Maintain department records and files, and ensure all required official and legal documents are received and completed properly
- Check, reports, records, forms and other documents for accuracy, completeness, and conformance with school district and BBS standards
- Act as liaison for Manager & Associate Manager of MH&W Programs with school, staff, parents, and the community
- Maintain confidential employee/student records
- Reconcile Time and Attendance and Absence Management System
- Manage orientation process for MH&W new hires and assist with site needs
- Maintain budgetary and fiscal records and prepare report summaries
- Compile information for preparation of the department budget, and monitor budget expenditures
- Manage cell phones devices, iPads, other technology equipment for MH staff
- Prepare and submit state forms for service discounts with DAS California Teleconnect Fund with the California Department of Education
- Perform other related duties as assigned.

Employment Standards:

- Incumbent must be able to perform essential functions above plus assigned department duties 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, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- High school diploma or equivalent supplemented by coursework in office systems and administration.
- Two years of experience working in an educational setting or clerical position.
- Bilingual and literate in Spanish preferred
- Strong skills in technology (knowledge and skill with Google Suite Applications, Aeries, CANVAS, SEIS and other educational technology applications)

KNOWLEDGE OF:

- Student information systems, Google Suite; CANVAS, etc.
- Clerical practices and procedures.
- General knowledge of school functions, operations and regulations.
- Office methods and practices, procedures and the use of standard office equipment.

- Business letter writing and the standard format for reports and correspondence.
- Systems, procedures and software used for updating and maintaining a variety of records using a computer.
- Word processing methods, techniques and programs.
- Correct English usage, spelling, grammar, punctuation and vocabulary
- Business mathematics and basic statistical techniques.

ABILITY TO:

- Understand and communicate the role, services and functions of the MH&W Programs.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Plan, organize, and carry out work assignments independently.
- Analyze data and make decisions on procedural matters without immediate supervision.
- Communicate effectively both orally and in writing.
- File alphabetically, numerically and chronologically.
- Compile and tabulate data, and prepare reports and other materials.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Make mathematical calculations using a calculator.
- Operate standard business machines including a computer and business software.
- Accurately typing/word processing at a rate of 50 WPM.
- Establish and maintain effective relationships with those contacted in the course of work.
- Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional areas.
- Remain calm and patient in stressful situations.
- Meet schedules and timelines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outlined in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS

- Ability to sit for long periods of time.
- Eyesight sufficient to read fine print.
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator.
- Physical stamina to stand, reach, bend, lift, kneel and squat.
- The ability to lift up to 25 pounds.
- Ability to tolerate moderate noise level in a working environment.

OTHER REQUIREMENTS:

- 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 position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act

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.