



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: MENTAL HEALTH THERAPIST – TUPE (Tobacco-Use Prevention Education)
REPORTS TO: Manager of Mental Health Services **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** SDO + 10 days
SALARY: If Intern, Range 257 Classified Salary Schedule; If Licensed, Range 261
APPROVED BY THE BOARD OF TRUSTEES: 12/13/2017

JOB SUMMARY:

Under the direction of the Manager of Mental Health Services, coordinate alternative programs, such as, substance abuse program, e-cigarette and vaping education/intervention, and alternative to suspension program. Provide Tier II and III supports related to tobacco, drug, and alcohol intervention. Implement and monitor effective strategies related to alternative programs. Serve as the mental health liaison on Health Council meetings, and co-leading quarterly meetings with the SMUHSD Site Wellness Representatives. Administer annual California Healthy Kids Survey (CHKS) to all students, and work collaboratively with sites on successful completion. Disseminate and analyze data related to CHKS, and review for trends. Support student mental health/welfare and wellness education in the high school setting through capacity building direct services, consultation and outreach. The therapist will provide mental health services including counseling, consultation, mental health evaluations, treatment and case management for individuals and families, and perform related duties as required. Provide a mental health perspective in collaboration with school sites to promote a positive school climate and develop a multi-tiered system of student intervention and support. Build and facilitate effective student support structures as part of the student support teams.

ESSENTIAL FUNCTIONS:

1. Provide direct mental health services including counseling, consultation, mental health evaluations, treatment coordination, individual/group therapy, and collateral case management to students and families.
2. Counsel students individually and in group sessions to assist in overcoming dependencies, maladaptive behavior, adjusting to life and making changes.
3. Provide Tier II and III supports related to tobacco, drug, and alcohol intervention.
4. Analyze data and identify trends, and use resources to target areas of needs.
5. Design, implement, and monitor effective research-based strategies to reduce students use of tobacco, nicotine, drugs, and alcohol.
6. Act as student advocates in order to coordinate required services or to resolve emergency problems in crisis situations.
7. Develop and implement treatment plans based on clinical experience and knowledge.
8. Provide information and support to teachers and administrators regarding classroom environment and school climate responsive to needs of students.
9. Provide consultative support as a subject expert to teachers, administrators, and parents regarding mental health or behavioral issues, understanding cultures and substance abuse.
10. 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.
11. Collaborate with administrators, school psychologists, personnel and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
12. Evaluate the effectiveness of counseling programs and student's progress in resolving identified problems and moving toward defined objectives.
13. Maintain data on the efficacy of services.

14. Modify treatment activities and approaches as needed in order to comply with changes in students' status.
15. Facilitate workshops and courses and deliver curriculum specific to social-emotional health needs.
16. Maintain confidentiality of records related to students' treatment.
17. Prepare and maintain all required assessment and treatment records and reports.
18. Attend IEP and 504 meetings and contribute to the goals and planning for the students.
19. Communicate and collaborate with other staff and family members as a means of effectively supporting students and strategies in home and school and to optimize the overall program and progress of the student.
20. Work with and communicate with other agencies (e.g., probation, law enforcement, other mental health providers, etc.) to ensure all aspects of the students' program are addressed.
21. Plan and conduct training and education for staff, students and parents.
22. 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/Training Experience:

- A Master's Degree or higher in counseling, psychology, clinical social work, or a closely related field.
- At least one of the following:
 - Valid Marriage Family Therapist (MFT) or Intern with BBS number (MFTI)
 - Licensed Clinical Social Worker (LCSW) or Intern with BBS number (CSWI)
- Bilingual Spanish speaking is preferred.

KNOWLEDGE OF:

- 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:

- Work effectively with children, adolescents and adults; school staff; and agency representatives.
- Communicate effectively both verbally and in writing.
- Speak effectively in public.
- See in order to read, interpret and explain policies, programs and reports.
- Hear and speak to exchange information and make presentations.
- Follow oral and written instructions with a minimum of direction.
- Work independently and make decisions within the framework of established guidelines.
- Work confidently with discretion.
- Analyze and determine appropriate methods and interpret and apply guidelines to accomplish goals.
- Establish priorities and deadlines.
- Formulate and implement treatment plans.
- Analyze and resolve problems with tact and diplomacy.
- Plan, provide feedback and assess program.
- Assist with mentoring staff.
- Establish and maintain records.
- Meet schedules and timelines.
- Observe health and safety regulations.

- Meet District standards of professional attitude as outlined in Board Policies 4119.21, 4219.21, and 4319.21, Professional Standards for Classified Employees.

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.

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 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.