



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** MENTAL HEALTH THERAPIST (INTERN)  
**REPORTS TO:** Manager of Mental Health Services      **SITE:** School Site  
**CLASSIFICATION:** Classified Bargaining Unit      **WORK YEAR:** Schools Days + Ten  
**SALARY:** Range 257 - Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** March 26, 2016

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#### **JOB SUMMARY:**

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 a 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, collateral case management to students and families.
2. Provide a multi-tiered system of supports to support students.
3. Counsel students individually and in group sessions to assist overcoming dependencies, maladaptive behavior, adjusting to life and making changes.
4. Collect and assess information about students through interviews and observations.
5. Act as student advocates in order to coordinate required services or to resolve emergency problems in crisis situations.
6. Develop and implement treatment plans based on clinical experience and knowledge.
7. Collaborate with other staff members to perform clinical assessments and develop treatment plans.
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 towards 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. 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.
16. Facilitate workshops and courses and deliver curriculum specific to socio-emotional health needs.
17. Maintain confidentiality of records related to students' treatment.
18. Prepare and maintain all required assessment and treatment records and reports.
19. Attend IEP and 504 meetings and contribute to the goals and planning for the students.

20. 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.
21. 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.
22. Participate and support District activities related to student engagement (e.g., alternatives to suspension, student attendance review board (SARB), re-entry hearings, etc.).
23. Plan and conduct training and education for staff, students, and parents.
24. Develop/plan and oversee wellness center activities.
25. Perform other duties as assigned.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions 1-25 above with or without reasonable accommodation.
- Incumbent must maintain 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**

- A Master's Degree or higher in counseling, psychology, clinical social work, or a closely related field.
- Bilingual desired.

**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:**

- Work effectively with children, adolescents and adults, and 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 instruction with a minimum of direction.
- Work independently and make decisions within the framework of established guidelines.
- Work confidentially 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 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.