



Fremont Union High School District

Position: Program Specialist – Mental Health Services

Work Year: 240 Duty Days

Summary of Basic Functions & Responsibilities

Under the supervision of the Director of Educational and Special Services, the Program Specialist will coordinate equitable, inclusive, and culturally responsive mental health services to students, including those with disabilities. Responsibilities include consultation, mental health evaluations, treatment coordination, and case management for individuals and families. The specialist will ensure all practices promote accessibility, inclusivity, and the effective integration of students with disabilities. This role also involves traveling to residential treatment facilities nationwide to assess their suitability for the placement of students with disabilities.

Essential Duties & Responsibilities

Mental Health Services:

- Provide consultation, evaluations, and case management tailored to the unique needs of students with disabilities.
- Coordinate and regularly monitor the delivery of short-term intensive behavior services.

Placement Assessments:

- Conduct on-site evaluations of local nonpublic schools and residential treatment facilities (domestic and out-of-state) to determine their appropriateness for students with disabilities, ensuring compliance with IDEA and other relevant laws.

Collaboration & Advocacy:

- Work closely with teachers, administrators, families, and community agencies to develop and implement mental health services for students.
- Advocate for equitable access to educational and community-based services.
- Attend treatment team meetings with residential program staff and maintain regular contact with providing therapists to monitor progress for residentially placed students.

Consultation & Training:

- Offer guidance to school staff and parents on mental health and disability-related topics, including effective classroom accommodations and creating supportive school environments.

Program Coordination:

- Assist in the transition of students to and from residential placements or other educational settings, ensuring smooth integration with appropriate support services.
- Facilitate mental health team meetings at each school site with response to referrals for home-based services or change in program.

Record Keeping & Compliance:

- Conduct and participate in IEP meetings with coordinating forms and paperwork.
- Regularly acquire transcripts for students placed outside the district.
- Maintain accurate treatment records and reports aligned with legal and district standards, emphasizing equity and individualized care.

Professional Development:

- Lead workshops and trainings on mental health disabilities, district therapeutic processes, trauma-informed practices, and cultural competency for educators and families.

Case Management:

- Monitor student progress, coordinate IEP meetings, and attend multidisciplinary team meetings to advocate for inclusive practices.

Qualifications

Knowledge and Skills:

- Legal frameworks governing mental health and disability services in public schools (e.g., IDEA, ADA, Section 504).
- Inclusive therapeutic approaches, particularly for students with disabilities, trauma, or co-occurring conditions.
- Familiarity with residential treatment facilities and related placement procedures.
- Culturally responsive and disability-focused strategies to address systemic inequities.

Abilities:

- Build positive relationships with students, families, and staff to promote inclusive practices.
- Travel occasionally, including overnight stays, to assess residential facilities.
- Communicate effectively with diverse stakeholders.
- Adapt therapeutic plans to address the unique strengths and needs of students with disabilities.

Education and Experience:

- Master's Degree or higher in counseling, psychology, clinical social work, or a related field.
- Experience working with individuals with disabilities in educational or mental health settings.

Licenses and Other Requirements:

- Valid Marriage and Family Therapist (MFT), Licensed Clinical Social Work (LCSW) or equivalent certification/license.
- Fingerprint clearance from the Department of Justice and FBI.

Working Conditions

Environment:

- Office and school environments primarily.
- Travel required to evaluate potential educational placement sites.
- Crisis response situations and high-pressure environments.

Physical Demands:

- Some travel and physical activities such as standing, walking, and occasional lifting (up to 25 lbs).

Revised version approved by the FUHSD Board of Trustees at their regular meeting on February 25, 2025.