



Excellence for all.

Job Title: Licensed Clinician

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the school site Principal or assigned designee, Licensed Clinician works with students and their families to provide highly skilled social services for identified students and families in order to support student social emotional development. The Licensed Clinician will identify and address the social-emotional environmental issues that present barriers to students' ability to access their education successfully and will coordinate the support needed with outside agencies. Additionally, the Licensed Clinician will provide consultation services to the school staff to support the overall academic, behavioral, and social emotional goals of the school within the district's adopted Multi-Tiered System of Supports (MTSS) and Positive Behavioral Interventions and Supports (PBIS) framework.

Distinguishing Characteristics:

The Licensed Clinician is the senior-level role, able to independently perform the most complex clinical and case management assignments and provide clinical supervision according to licensure and training. This position may provide social-emotional services and implement interventions in school and/or home settings.

Representative Duties:

Essential Function

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Meet with students and families and compile social case histories.
- Provide ongoing 1:1, group, or family counseling sessions.
- Maintain regular contact with the parent/guardian to address the needs of the students (if applicable).
- Research, develop, and implement evidence-based practices to support student social emotional development.
- Utilize assessment data to make recommendations for interventions and strategies to support student engagement, attendance, behavior, and academic progress.
- Interpret and explain factors pertaining to needs of the students and families.
- Refer students to appropriate agencies and coordinate with other agencies in support of students.
- Provide outreach and support to students and families to successfully address chronic absenteeism.
- Conduct and facilitate support groups, as necessary.
- Consult with school staff regarding school-wide behavior supports.
- Identify and provide intervention strategies for children, including case management and crisis intervention.
- Coordinate parent education opportunities.
- Coordinate, collaborate, and consult with Positive Behavior Intervention Team members.
- Coordinate and support social work intern candidates in order to amplify services.
- Attend related meetings and trainings as appropriate.
- Provide relevant staff with trainings.
- Conduct home visits providing strategies and intervention to families to support student and family needs.
- Participate in intervention supports for students with identified attendance, behavioral and emotional challenges

aligned to the school's Multi-Tiered System of Support (MTSS) and Positive Behavioral Interventions and Supports (PBIS) framework.

- Collaboratively work with parents, students, school counselors, school psychologists, teachers, school administrators, and other related service providers to support students' identified needs.
- Serve as member/consultant to the district and school site MTSS and PBIS teams.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- Efficient oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Laws and regulations concerning medical records and therapeutic services.
- Treatment documentation methods, record-keeping techniques and data privacy requirements.
- Public-speaking techniques.
- Writing skills sufficient to create reports, correspondence, and document treatments using appropriate terminology.
- Principles, methods, and techniques of social work, developmental psychology, and counseling theories, modalities and practices.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Communicate effectively in the English language, both orally and in writing
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Prepare and maintain statistical records and reports
- Use strategic and analytical thinking skills and the ability to apply deductive reasoning and draw valid conclusions in order to solve problems and facilitate decision-making processes.
- Take responsibility to use good judgment in recognizing scope of authority
- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Ability to establish and maintain cooperative relationships with students, program personnel, parents, co-workers, and the public
- Ability to understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Ability to develop rapport with students and families
- Ability to understand and carry-out assigned work with minimal supervision
- Ability to learn and use technology and computer software applications as appropriate to the work environment
- Ability to learn, plan, formulate and execute federal, state, District and departmental policies, procedures and directives in accordance with assigned duties
- Ability to maintain confidential and accurate clinical records, including intake assessments, treatment goals, and plans, progress notes and case closures.
- Ability to have a flexible schedule or later start time to be available to work with families

Education/Licenses/Experience: Any combination of education, training and experience sufficient to meet the California

Board of Behavioral Sciences (CA BBS) requirements for any of the following: Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC), a Master's degree in the designated field of study, and two years related experience working with students or families in a social services or educational environment. Successful completion of the Merit examination process is required.

License and other requirements:

A current, valid license from the California Board of Behavioral Sciences (CA BBS) as Clinical Social Worker, Marriage and Family Therapist, or Professional Clinical Counselor. Incumbents are required to maintain a valid license as a condition of continued employment.

Experience providing mental health services to students in schools is preferred.

Must possess a California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

Valid First aid and CPR Certificates.

Working Conditions:

Environment: Office, classroom and intermittent outdoor environments. Driving a vehicle to conduct work.

Physical Demands: Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.

Hearing sufficient to communicate in person and hold telephone conversations in normal range. Sitting or standing for extended periods of time. Occasionally lift, carry, push, pull, or remove objects up to 15 pounds. Must be physically capable of safely performing physical restraint techniques on students when necessary, following district policies and training to ensure the safety of all individuals involved.

Hazards: This position requires home visits with little control over environmental factors which may contain a number of safety and health hazards.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 151

Personnel Commission Approved: May 24, 2023

Personnel Commission Classification/Compensation Study Approved: July 12, 2023

Revised: June 25, 2025