



Job Description

Job Title: **MENTAL HEALTH SERVICE SPECIALIST**

- A. Primary Function: Under the Direction of the Director, Student Services and Personnel, the Mental Health Service Specialist will play a pivotal role in implementing, managing, and enhancing mental health services across the District. This position will ensure smooth integration of electronic health records (EHR), provide support, and student wellness initiatives to improve access to high-quality mental health services for all students.
- B. Directly Responsible To: Director of Student Services and Personnel
- C. Essential Duties and Assigned Responsibilities:
1. Provide developmentally appropriate district-wide mental health leadership to school sites, administrators, counselors, and mental health specialists serving district students.
 2. Attend and manage complex student support meetings to ensure collaboration among all team members in addressing mental health needs.
 3. Provide expert guidance and legal updates to administrators and school staff regarding federal, state, and education laws and regulations related to student mental health and well-being.
 4. Provide training for school staff on mental health awareness, prevention strategies, early intervention, and behavioral support systems.
 5. Plan, coordinate, and develop social-emotional and behavioral support programs; assist in the development of 504 plans, Individualized Educational Programs (IEPs), behavior intervention plans, transition plans, and school-based mental health initiatives.
 6. Serve as a key member of the District Crisis Response and Threat Assessment Teams.
 7. Collaborate with the EHR team to customize and implement the system.
 8. Develop and deliver training sessions on the EHR platform, ensuring compliance with best practices.
 9. Establish clear guidelines for billable services and train providers on compliance requirements.
 10. Assist in communicating the fee schedule to families, school sites, and district stakeholders.
 11. Partner with IT to integrate parent consent and insurance collection into student enrollment data.
 12. Provide ongoing training and support for mental health providers to enhance service delivery.
 13. Monitor service logs and assist in addressing denied claims and audit concerns.
 14. Ensure accuracy in documentation and billing practices to support sustainability of mental health services.
 15. Oversee the implementation of a universal screening tool to track student progress and intervention effectiveness.
 16. Contribute to the development and management of school Wellspaces.
 17. Strengthen and maintain referral systems for students requiring additional support.
 18. Develop and lead parent education programs in collaboration with wellness counselors.
 19. Train staff on evidence-based mental health interventions, best practices in service delivery, and the integration of mental health supports within a school setting.
 20. Facilitate ongoing collaboration and capacity-building among mental health professional.
 21. Perform other duties as assigned.
- D. Qualifications:

- Commitment to Los Alamitos Unified School District’s mission, vision and goals.
- Passion for supporting student well-being.
- Ability to motivate and empower students and staff in fostering a positive mental health environment that enhances personal and academic success.
- Outstanding skills in creativity, problem-solving and critical thinking.
- Excellent communication and interpersonal skills with the ability to engage and work closely with a wide range of stakeholders.
- Strong computer and technology skills, including the ability to communicate how digital tools and resources can support student mental health and well-being.
- A results-oriented, goal driven, collaborative approach to work.
- Ability to be flexible and revise priorities in accordance with requirements of the Superintendent or designee.
- Ability to design and deliver professional development (PD) to all district mental health practitioners on evidence-based interventions and mental health strategies.
- Excellent communication and organizational skills to coordinate with school personnel, families, and external agencies.
- Commitment to student wellness, equity, and data-driven decision-making.

1. **Credential:** Valid Pupil Personnel Services credential required; Licensure in counseling, social work, or psychology preferred (MFT, LCSW, LPCC)
2. **Education:** Master's Degree from an accredited institution of higher learning, preferably in psychology or special education or a closely related field.
3. **Experience:** Three to five years of experience as a credentialed PPS professional in a school-based setting; Experience in mental health service coordination, school-based counseling, or behavioral health program implementation.
4. **Knowledge:** Continuum of counseling interventions available for students enrolled in general and special education programs.

E. Work Year: 199 days

F. Physical Demands and Working Conditions:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily office environment involving sitting for extended period of time, walking/standing on hard or carpeted floors. Lifts, carries, pushes, pulls up to 50 pounds; walks, stoops, bends, kneel and crawl; occasionally reaches over head; repetitively uses fingers on both hands; use hands to finger, handle and feel objects, tools and controls; reach with hands and arms; dexterity to operate office equipment, including keyboard, 10-key. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, see to read fine print and the ability to adjust and focus. Communicates clearly (hearing and speaking) and is able to understand and be understood in person and by telephone to exchange information. Mental skills to resolve complex problems, prepare and present complex reports and make independent decisions while meeting accuracy and productivity requirements. Must be able to work in difficult interpersonal

situations. Frequently drives a vehicle to various locations; frequently operates a personal computer, telephone and other electronic devices. Frequently works with high volumes and tight deadlines without guidance from supervisor. While performing the duties of this job, the employee may have frequent exposure to airborne particles, fragrances, noise and other environment factors and vibrations. Also, the employee may occasionally work in outside weather.

Board Approved: April 8, 2025