

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Specialist, Mental Health Specialist	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Specialist II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9811	<b>WORK YEAR:</b>	211 Days
<b>DEPARTMENT:</b>	Student Support and Health Services	<b>SALARY:</b>	Range 5 Salary Schedule T
<b>REPORTS TO:</b>	Director, Student Support and Health Services	<b>HR APPROVAL:</b>	04-06-22
		<b>HR REVISION:</b>	05-26-11
		<b>CABINET REVISION:</b>	10-15-14
		<b>CABINET APPROVAL:</b>	03-16-22

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**BASIC FUNCTION:**

The Mental Health Specialist II promotes learning by supporting the mental health and well-being of all students. The Mental Health Specialist is responsible for providing and overseeing the management, coordination, development, implementation, and evaluation of school-based mental health supports. The position develops and provides programs and interventions to identify at-risk students/families and assist students/families in overcoming behavioral/mental health challenges and coping with other stressors to support healthy development and resilience.

Students/families are supported in the development of effective coping mechanisms, connecting to D

Train, supervise, and evaluate student interns from local universities. **E**

Facilitate and/or participate in Student Study Teams (SST), Section 504 Plan (Section 504 Plan of Rehabilitation Act and the Americans with Disabilities Act), Individual Education Plans (IEP), School Attendance Review Boards (SARB), and Student Attendance Review Teams (SART), and other multi-disciplinary team meetings or committees to assist in identifying students at-risk and developing and providing interventions for identified students. **E**

Organize, participate in, and/or conduct family involvement programs focused on such issues as physical/mental health, literacy, parent engagement, school programs, and community resources; manage community outreach activities to engage at-risk students, parents, and other family members. **E**

Respond to mental health and behavioral crises as they arise and take appropriate actions as required or needed. **E**

Maintain appropriate professional and ethical boundaries with all stakeholders (i.e., school staff, students, families, community partners). **E**

Make written and oral presentations to parents, school staff, grantors, and community agency staff about school-based mental health services. **E**

Effectively communicate and maintain a positive relationship with school community stakeholders. **E**

Coordinate and/or provide trainings and professional development opportunities for school staff and/or parents/community members on issues related to the developmental, social, emotional, physical & mental health needs of all students. **E**

Assist in the development and implementation of school-wide and community-wide events through coordination with existing District and community resources. **E**

Document, collect, analyze, and utilize data to assess students' needs, develop support services, and provide interventions. **E**

Responsible for the maintenance and security of records held by staff; ensure adherence to all mandates regarding confidentiality of records; and supervise the development and implementation of all District/department record-keeping, data collection, reporting, and evaluation requirements. **E**

Participate in all required activities and documentation for reimbursement of provided services through health insurance programs (i.e. Medi-cal billing). **E**

Lead and work with school improvement initiatives that close student achievement and equity gaps between racial, ethnic, and economic groups. **E**

Provide a positive climate of.6(dC4n.3(esipe.eer)-2(en)12.8(ce )-1.7(nc2 Td [(k)-3.9(.6(dC4n.3(esipe0.9(s 0 1)4g ET /P <<

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Administrative Services Credential and/or Pupil Personnel Services Credential preferred. Possession of a valid California Board of Behavioral Sciences (BBS) licensure or intern registration with BBS (i.e., Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Professional Clinical Counselor I, or Licensed Professional Clinical Counselor II) is strongly preferred.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Complex system organization, school systems' functioning, educational law, curriculum and instruction, classroom and behavior management, models for working with diverse populations, including students with disabilities, and models for school-based mental health practice.
- Working with the social, emotional, physical, and mental health needs of children, adolescents and families.
- Supervision and management of Student Support Center staff, including university student interns.
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Specialist, Mental Health/ Specialist II/