



# Pacifica School District

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*Preparing Students for an Evolving World*

[www.pacificasd.org](http://www.pacificasd.org)

## MEMORANDUM

*Integrated Services and Human Resources*

Meeting of

01/13/16

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
For Board of Trustees

**FROM:** Ray Avila, Associate Superintendent

**SUBJECT:** New Job Description: Mental Health Counselor (Goal: LCAP #1 – Attract and Retain)

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### Recommendation

It is recommended that the Board approve the new job description for Mental Health Counselor.

### Background

As presented at the November 18, 2015 Pacifica School District Board of Trustees meeting, Pacifica School District has interest in restructuring our mental health program from our current SELPA (Special Education Local Plan Area) model to a district model where the mental health funds go directly to the district general funds. In order to ensure success of this shift, it is suggested that a Mental Health Counselor position be created so the person may maintain the current program of delivery for mental health services for students who are eligible based upon their Individual Education Plan (IEP) as well as support district-wide needs.

Attached is the new job description for the position of Mental Health Counselor. In our effort to develop the job description for this position for the 2016-2017 school year, staff has collaborated with various stakeholders including PSD School Psychologists and School Counselors, San Mateo County Special Education Local Plan Agency (SELPA), the PSD School Climate and Safety Team, and LSEA. The job description was developed to encompass the essential duties, responsibilities and abilities necessary to provide mental health services.

Please note that approximately 90% of this position will be funded by the SELPA Mental Health grant monies for the 2016-2017 school year. The remaining balance will come from general funds per grant regulations, which allows for a more inclusive use of this position. The impact of this position is estimated to be approximately \$10,000.