



**PACIFIC SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Mental Health Counselor

**REPORTS TO:** Associate Superintendent or Designee

**CLASSIFICATION:** Certificated

**WORK YEAR:** 184 Days

**FLSA:** Exempt

**SALARY:** Teacher Salary Schedule

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*The Mental Health Counselor will provide services that enhance academic performance; design strategies and programs to address problems of adjustment; consult with other educators and parents on issues of social emotional development, behavioral and mental health related difficulties; conduct ERMHS (Educationally Related Mental Health Services) assessments for purposes of identifying mental health concerns; provide mental health counseling for individuals, groups and families; and coordinate intervention strategies for the management of individual and school-wide crises.*

**Basic Function**

Under the direction of the Associate Superintendent or designee, the Mental Health Counselor provides support to promote early intervention and education based treatment strategies in a classroom and school based setting for students who are receiving special education. The goals of counseling are to support students' abilities to access their curriculum in the least restrictive environment.

**Representative Duties and Essential Functions**

**Representative Duties:**

1. Provides direct service to students who are eligible for mental health related services.
2. Conducts ERMHS (Educationally Related Mental Health Services) assessments, makes recommendations to IEP teams based on ERMHS assessments.
3. Participates in the development of measurable, educationally related mental health goals for students with IEP team.
4. Consult with other agencies, psychologists, psychiatrists, and physicians.
5. Collaborate and communicate with Behavioral Health and Recovery Services, County Mental Health as needed.
6. Provide mental health support services to district educational teams including case consultation regarding student status, diagnosis, and treatment.
7. Monitor student progress by visiting school sites, attending school meetings, and consulting with all team members.
8. Participate in the development, planning, and implementation of new and enhanced mental health programming.
9. Ensure that criteria for accessing SELPA/State mental health funds have been met.
10. Assists and supports school Psychologist and/or Counselor with crisis intervention and individual counseling for students with IEPs addressing educationally related mental health goals.
11. Performs threat/risk assessments with students when warranted, to determine

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- level of hazard to self and others, determine need for hospitalization or other intensive mental health services.
12. Reports student progress towards goals on a Trimester basis.
  13. Provides small group counseling on topics such as anger management, conflict resolution, and emotional regulation strategies that address students' IEP goals.
  14. Facilitates SDC/RSP classroom social/emotional learning groups.
  15. Consults and collaborates with teachers, school Psychologists, and/or Counselors regarding student direct treatment plans/protocols, IEP goals and objectives.
  16. Provides parent counseling, coaching, and training to assist parents in understanding the special needs of their child, provides information about child development, and assists parents in the acquisition of necessary skills to support implementation of the IEP.
  17. Assists parents in accessing and utilizing community resources.
  18. Completes all necessary and assigned clinical records and documents within assigned time frames.
  19. Participates and collaborates in all assigned meetings.
  20. Commits to continuous growth and learning through consultation, training and professional growth opportunities.
  21. Participates in monthly supervision with district supervisor.
  22. Follow all district protocol, policy and procedures.
  23. Encourages the establishment of special and remedial help when needed.
  24. Maintains communication with county and state agencies regarding new and/or existing special education programs.
  25. Consults with the principal about individual differences, environments that appear to facilitate the learning process, methods for developing and understanding of teacher-child, teacher-parent, and faculty relationships.

**Other Duties and Responsibilities**

1. Assists with school wide PBIS
2. Assists with Mental Health Resource Allocations
3. Guides General Education Mental Health Integration
4. Participates in SELPA level Mental Health Meetings
5. Assists with other duties as assigned by the Associate Superintendent or designee

**Physical Requirements**

- Ability to perform special handling of students for behavioral intervention.
- Ability to sit at a table or desk or stand for extended periods of time.
- Bending at the waist, kneeling or crouching to reach materials and work with students.
- Use lower body mobility to stand, walk, stoop, and bend to perform tasks such as lifting equipment from floor to other locations.
- Ability to move quickly to monitor and assist students.



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**Education, Licenses and Other Requirements**

1. Master's Degree in Psychology, Counseling, or Social Work from accredited graduate school required.
2. Current LCSW, LMFT, or Psychologist license
3. Pupil Personnel Credential
4. Knowledge and experience within the special education field
5. Valid California Driver's License.

*Pacifica School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.*

Board Adoption:

Original:

Revised: