

# CERTIFICATED

---

## DISTRICT MENTAL HEALTH SUPPORT PROVIDER

### MANAGEMENT POSITION

#### PRIMARY FUNCTIONS:

To act as support provider, administrative designee, and resource person to the schools of the district in providing mental health supports to students.

**Directly Responsible to:** Director of Special Education

#### QUALIFICATIONS

1. **EDUCATION**  
Appropriate California Pupil Personnel Services Credential authorizing school psychology or other California credential which authorizes current services as mental health support provider
2. **EXPERIENCE**  
Preferred experience in providing school based counseling and mental health services and supports to students.

#### APPOINTMENT

1. The candidate shall be elected by the Board of Trustees on the recommendation of the superintendent.
2. The candidate shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the superintendent.

#### OPERATIONAL RESPONSIBILITIES

The Superintendent is authorized to develop a job description for the district mental health support provider that will define specific areas of responsibility.

## PERSONNEL

---

### **DISTRICT MENTAL HEALTH SUPPORT PROVIDER**

The duties of the support provider shall include but not be limited to the following:

1. Provide legally compliant multidisciplinary educationally related mental health services (ERMHS) evaluations and reports, which include observation of the student, by timelines set by IDEA and the school management team
2. Interprets test data; researches available tests necessary to meet individual school mental health needs; provides in-service training for staff on standardized administration techniques; interprets individual and group test data to staff and parents
3. Provides short term counseling, guidance and ERMHS to students after less restrictive measure have been exhausted and when non-district resources are not deemed necessary
4. Provides direct supervision of interns and field workers in counseling and psychology from institutions of higher learning
5. Serves as a member of the District Management Team
6. Assists school and district staff with pre-referral intervention, IEP compliance and IEP implementation and regularly communicates and problem solves with school administrators, clerical staff and colleagues
7. Plans, implements and evaluates staff development activities in the area of behavior management, testing and guidance, and teaching strategies
8. Participates in the development of school and District-wide Special Education programs
9. Utilizes SEIS to maintain a variety of records
10. Attends IEP meetings in the role of a school psychologist or LEA administrative designee and provides leadership in on-going meetings with district specialized support teams
11. Helps teachers of special programs to provide suitable learning experiences to select proper instructional materials for achieving the objectives of the program, and to support in implementing individual and classroom behavior management programs
12. Establish a general policy and direction for integration of qualified students in special programs into the mainstream of regular programs via transitional classes of special schools
13. Develops instructional program with staff to meet student needs; recommends behavior management techniques to staff and parents; recommends curriculum alternatives and specific instructional strategies to staff and parents; assists staff in utilization of strategies recommended

## PERSONNEL

---

14. Participates in educational research programs related to school psychologist services
15. Attends conferences, workshops and meetings related to Special Education at the district and county level
16. Develops and implements preschool workshops and inservice programs in the district
17. Performs other related duties as may be assigned by the Superintendent
18. Participates in planning of district-wide remedial classes and testing programs designed to meet the needs of students
19. Serves as a consultant to school board, superintendent, administrative committees, and parent/teacher groups in matters involving psychological services within the educational system or school. Conducts needs assessment, researches, writes, develops and evaluates schemes for specific programs at the district level.