



Position Description

Position: Mental Health Specialist	Board Approved: 7/2/15
Department/Site: Student Services	FLSA: Exempt
Reports to/Evaluated by: Parent & Community Involvement Coordinator	Schedule: TRUE Schedule 7

Summary

Provides parent involvement and education services to address the ever-changing social and emotional needs of TRUSD students directly related to their academic success. Promotes and conducts a variety of parent education programs, meetings, modules, and workshops. Serves as a liaison between families and schools to assist with improved positive home/school communication.

Distinguishing Career Features

The Mental Health Specialist is a mental health and well-being subject matter expert supporting integrated efforts to engage students and families into positive educational experiences. The Mental Health Specialist requires a credential and the ability to work cooperatively with schools, students, and their families. The Mental Health Specialist works as part of a parent engagement team to identify, facilitate, and provide services to small and large groups and individuals as needed.

This work requires the application of advanced knowledge in the area of mental health diagnosis, intervention, and consultation. The purpose is to work proactively to link District initiatives to parents, staff, and students. Any one-on-one case assignments are generally among the most complex in the department requiring considerable judgment and discretion. The need to deliver services in these cases is sometimes unscheduled and crisis oriented.

Essential Duties and Responsibilities

- Assists in the coordination of parent education and involvement programs including, but not limited to those connected with pre-k – 12 programs. Assures alignment to the District’s core beliefs.
- Conducts training for parents and staff through a series of workshops and individual consultation. Visits schools to support parent involvement and communications.
- Encourages educational support and community involvement in parents. Assists families to understand their opportunities and responsibilities that empower them to become positive advocates for quality education for their children.
- Assists with the facilitation of parent advisory committee meetings. Provides training in conducting public meetings and equitable procedures to ensure that all voices are heard.
- Assists with developing and implementing programs for parent and family involvement that fall under tier I of the Multi-Tiered System of Supports (MTSS)

- Establishes small groups of parents for helping each other and for developing home-to-school communications and networks.
- May provide direct mental health services including counseling, consultation, assessment, evaluation, and individual and group therapy for students and families.
- Receives feedback and concerns from parents and follows up to work with school sites to alleviate concerns and enhance parent satisfaction.
- Plans, prepares, and conducts family education programs and workshops including, but not limited to, topics such as, child-rearing and discipline, restorative practices, and cultural competency.
- May make referrals to, and serves as a liaison between school, family, and community resources.
- Assists with keeping applicable portions of the parent engagement website up-to-date.
- Assists with the dissemination of information to parents and the community about parent education programs/opportunities provided by the District and outside agencies as applicable.
- Assists with the collection and compilation of accurate parent involvement data and the preparation of reports for submittal to outside agencies and the District's Board of Trustees.
- Collaborates regularly with the parent engagement team to develop high quality educational parent opportunities and explore innovative ways to create a sense of community throughout the District
- Participates in activities at the District, school sites, or community which may include evening and weekend hours.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires specialized knowledge of the principles and practices associated with psychotherapy, social work, and counseling in an educational environment. The position also requires knowledge of family systems, school systems, mental health, and development principles and practices including the special needs of families from diverse socioeconomic and cultural backgrounds. Requires knowledge of creating meaningful resources and experiences relevant to families' needs.

Requires knowledge of and skill at using a personal computer and common office productivity software and programs. Requires full command of English written and oral skills to prepare high quality materials and reports. Requires excellent positive human relationship building skills in order to successfully interact with students, staff, parents, and community members to conduct training, therapy, and promote the programs/resources available.

- **Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively while working collaboratively with the parent engagement team. Requires the ability to advise, and plan complex components of a parent education program. Requires the ability to learn, interpret, explain and apply knowledge of District programs, operations, and functions. Must be familiar with and apply applicable sections of the State Education Code regulations. Requires the ability to act as a liaison to a variety of District staff, parents, and students. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to coordinate and organize multiple projects at once. Requires the ability to conduct training to large and small groups. Requires the ability to communicate with students, staff, parents and the public in a manner that reflects positively on the department and District.

- **Physical Abilities**

Requires the ability to perform indoors in an office and/or classroom environment engaged in work of a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, and to speak to and hear response from groups and individuals. Requires ambulatory ability to move about office, classroom, and home settings, to advise, tutor, make presentations, and reach work materials. Requires sufficient manual and finger dexterity to operate personal computers. Requires lifting of up to 50 lbs.

- **Education and Experience**

The position requires a valid CA Pupil Personnel Services (PPS) credential. Someone currently enrolled in a CA PPS credentialing program may apply. One of the following licenses is highly desired in addition to the PPS credential: License for Marriage, Family, and Child Counseling (MFCC), or Marriage Family Counselor (MFC), or Licensed Marriage and Family Therapist (LMFT or MFT), or Academy of Certified Social Workers (ACSW) or Master of Social Work (MSW) or Licensed Clinical Social Worker (LCSW). A minimum of 5 years of progressively responsible experience working with school aged children and families including those with high needs. Experience in a school setting and Spanish/English bilingual/bi-literate competency is desired.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed in indoor and outdoor environments with occasional exposure to health and safety considerations.