

**LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – MENTAL HEALTH COUNSELOR**

TITLE: Mental Health Counselor

REPORTS TO AND EVALUATED BY: Director of Student Services

SALARY: Unrepresented Salary Schedule

DEPARTMENT: District Office

CLASSIFICATION: Certificated

WORK YEAR: 197 DAYS

BASIC FUNCTION:

Performs specific and general duties related to academic and personal counseling for students as required by the position and District policies and guidelines. Initiates and exercises good judgment. Develops and maintains positive and effective working relationships with staff, parents, students and outside professionals. Possesses knowledge and skills in conflict management, academic intervention and facilitation techniques. Possesses knowledge and understanding of the physical, mental and emotional growth and development of children.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

1. Provide personal counseling and group counseling related to mental health services for students with formal service plans (IEP/504) or Tier 2/3 intervention plans.
2. Communicate with outside professionals to collaborate in the best interest of students.
3. Coordinate and monitor re-entry and care plans for students as assigned, including monitoring with teaching staff and parents.
4. Attend and contribute to meetings as necessary (staffing, trainings, IEPs, CAT/SST, Equity Team, Student Service Staff Meetings, etc.).
5. Collaborate with the Student Support Teams and School Site Administration.
6. Provide parent education sessions and consultation to support mental health topics (ie. Parent Nights, Voiced Slides, Newsletters, etc.).
7. Facilitate and present staff professional development around student support issues.
8. Prepare and present curriculum, lessons, unit material for embedded SEL classroom supports.
9. Facilitate staff self-care sessions throughout the District.

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10. Observe students in class to consult with teachers surrounding behavior and engagement.
11. Conduct Educationally Related Mental Health Assessments in coordination with the School Psychologist team.
12. Maintain counseling related statistics and records such as annual/weekly calendars.
13. Additional duties as assigned by the Director.

QUALIFICATIONS AND EXPERIENCE

1. Prefer two years of successful school counseling experience
2. Masters degree required
3. Valid California Pupil Personnel Services Credential

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Pupil Personnel Services functions with an emphasis on targeted intervention, behavior modification, crisis intervention, and threat assessment.
2. Leadership, group facilitation, communication, organizational development and presentation skills setting goals to best meet the needs of the student/school environment.
3. The school environment including classroom and playground with an emphasis on understanding the physical, mental, and emotional growth and development of children.
4. Effective strategies for working with students of diverse backgrounds, teachers and principals in achieving successful academic and personal success in Middle School.
5. Effective school-based strategies for working with students of diverse backgrounds, teachers, and administrators to support and implement positive mental health outcomes.

Ability to:

1. Work effectively as a team and influence others.
2. Contribute to District Strategic Plan Initiatives to implement Student Wellness action plans.

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3. Work effectively with students individually and in small groups to increase their positive mental health.
4. Teach others by influencing and modeling techniques.

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Primarily indoor work environment.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position classification involves sitting with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects approximately 40 pounds or less. The position requires mobility to climb, kneel stoop, crawl, reach and bend, and accurate perceiving of sound; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. The position is primarily located at a school site with outside supervision and some district office visits. The employee will frequently work independently with high work volume and tight deadlines.

LICENSES:

Possess and maintain a valid California driver's license and insurance.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.