

*Mental Health Specialist Job Description*

*Title:*

Position: Mental Health Specialist  
Department: Certified

*Reports to:*

Principal or Designee

*Job Goal:*

The Mental Health Specialist (MHS) provides support for students who are experiencing mental health difficulties that are interfering with the students' ability to participate in school and to function successfully in their varied environments. The MHS works directly with students and families in the school or home setting.

*Standard Qualifications for Position:*

1. Pennsylvania teaching certification in appropriate field.
2. Bachelor's degree required; Master's degree preferred.
3. Strong GPA in major area; evidence of rigorous college program.
4. Related teaching experience preferred.
5. Outstanding personal/interpersonal communication skills; openness towards parent conferences.
6. Experience with technology in facilitating instruction.
7. Excellent organizational and neatness skills; ability to keep concise records.
8. Sensitivity to the developmental stages and well being of children.
9. Willingness to be flexible in terms of teaching assignment within the school setting.

*Essential Functions and Responsibilities of Position:*

1. Provides individual or group counseling.
2. Consults with teacher teams.
3. Coordinates transition between the District and treatment programs and assist with student assessment with regard to need for outside support or services.
4. Conducts preliminary risk assessment for students in crisis.
5. Develop a plan for emotional and educational support during a time when students are in crisis.
6. Conducts home visits as required.
7. Coordinates with outside programs and resources to benefit students.
8. Collaborates with administration and guidance staff to assist students receiving mental health support.
9. Remains aware of community supports and offer to students/families as needed.
10. Proactively communicates with building administration regarding crisis situation.
11. Maintains accurate, complete, and correct records as required by the law, District policy and administrative regulation.
12. Attends District meetings and serves on District committees as required.

13. Participates in in-service and staff development activities and staff meetings as required or assigned.
14. Maintains an ongoing program of professional growth that satisfies District requirements but also satisfies personal expectation as a professional.
15. Attends established traditional school-sponsored activities (i.e, back-to school night, open house, and other activities customarily attended by classroom teachers and/or faculty members.)
16. Prior to the implementation of a plan, secures administrative support of the proposed intervention plan for the student.
17. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. As appropriate, the Mental Health Specialist will be required to follow any other job related instructions and perform other job related duties directed by the Building Principal.

*Physical Requirements of Job Functions:*

Standing	0-4 hours at a time	1-7 hours per day
Walking	0-2 hours at a time	1-2 hours per day
Sitting	0-2 hours at a time	0-5 hours per day
Driving	Occasionally	Occasionally

*Essential Functions Measured in Terms of Frequency:*

DEFINITIONS:

Not at all: 0%    Occasionally: 1-33%    Frequently: 34-66%    Constantly: 67-100%

I. Body Movement

1. Bend/Stoop	Frequently
2. Squat/Crouch	Occasionally
3. Climb	Occasionally
4. Crawl	Not at all
5. Overhead reach	Occasionally
6. Shoulder reach	Frequently
7. Kneel	Occasionally
8. Twisting	Occasionally

II. Lifting

1. 0-10 lbs.	Frequently
2. 11-20 lbs.	Occasionally
3. 21-40 lbs.	Occasionally

Additional Comment: Lifting or carrying refers to office supplies, weighing no more than 40 lbs. May occasionally climb flights of stairs in or around building.

III. Repetitive Movement

- |                           |            |
|---------------------------|------------|
| 1. Feet (both)            | Not at all |
| 2. Hands (both)           | Constantly |
| typing/writing            |            |
| fine manipulation         |            |
| simple grasping           |            |
| light pushing and pulling |            |

*Terms of Employment:*

School year established by contractual agreement with the Board of School Directors.

*Evaluation:*

Annual review by building principal or designee in accordance with Board policy and state regulations.

*\*Please note: 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 are performed by the individuals currently holding this position, and additional duties may be assigned.*