

## VENTURA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: MENTAL HEALTH SPECIALIST

#### BASIC FUNCTION:

Provide services to students, staff, and families with social-emotional and/or behavioral needs in self-contained VCOE-operated Schools and Programs. Implement a multi-faceted social-emotional and behavioral response system; including individual and group counseling, and social work services. Observe students, collect, and analyze data to conduct Functional Behavioral Assessments (FBA), Positive Behavior Intervention Plans (PBIPs), and Comprehensive Behavior Intervention Plans (CBIPs). Participate in team meetings, including end of day debrief, daily collaboration, and staff meetings to support student needs and plans in VCOE-operated school program(s). Meetings may include Student Review Team (SRT) meetings, case conferences, and Individualized Educational Program (IEP) meetings. Provide behavior consultation, training, and support to staff on positive behavior support strategies, social-emotional and behavioral strategies and approaches for students including Trauma Informed Practices, Applied Behavior Analysis, Restorative Justice, and Cognitive Behavioral Therapy.

#### ESSENTIAL / REPRESENTATIVE DUTIES:

Provide counseling services to students with social-emotional and/or behavioral needs.

Provide social work services to students and families.

Provide parent/guardian counseling and training to assist in understanding their child's special needs and child development.

Provide consultation to staff in developing behavioral systems and collecting data on progress toward goals in the areas of social/emotional and/or behavioral issues.

Conduct Functional Behavioral Assessments (FBAs) and/or develop Positive Behavior Intervention Plans (PBIPs) or Comprehensive Behavioral Intervention Plans (CBIPs) for specific students.

Provide consultation to staff who are in the process or conducting an FBA or developing or implementing a PBIPs or CBIP.

Use Data-Based Evaluation and Intervention Implementation to support student and staff needs.

Assist in transitioning students to and from VCOE-operated school programs and other educational programs.

Provides 5150 evaluations and writes holds as appropriate.

Coordinates intervention strategies to support individual and school-wide emergencies.

Keeps abreast of new developments in education, mental health, social-emotional, and behavioral interventions and uses this information to help staff enhance student performance.

Perform clerical duties such as typing reports and data collection.

Operate a variety of office equipment.

Prepare for, facilitate, and/or participate in training programs on the philosophy and/or principles of Positive Behavior Support, Trauma Informed Practices, Applied Behavior Analysis, Restorative Justice, and Cognitive Behavioral approaches; and

Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

***KNOWLEDGE OF:***

Characteristics of various special education disabilities, and possible social, emotional or behavioral manifestations of specific disabilities;

California regulations for behavior interventions for Special Education students;

Federal regulations for behavior interventions for Special Education students; [CFR 300.520 (b) and (c)];

Philosophy and principles of Applied Behavior Analysis;

Cognitive Behavior Therapy and other group and individual counseling techniques to be utilized with adolescents;

Non-violent crisis intervention techniques, including verbal de-escalation and physical interventions;

IEP (Individualized Education Program) process and law;

Data collection and record-keeping techniques;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Operation of standard office equipment; and

Oral and written communication skills.

***ABILITY TO:***

Provide consultation and direct services to school district staff and families;

Monitor and evaluate student progress;

Conduct FBAs, develop PBSPs and CBIPs. Review and revise as necessary;

Collect and analyze data in a variety of settings and ways;

Perform clerical duties related to assessment and reporting;

Transport materials and files between school sites;

Understand and relate to special education students;

Operate a car regularly and frequently between appointments;

Operate standard office equipment;

Communicate effectively both orally and in writing;

Establish and maintain cooperative and effective working relationships with school and outside agency staff and families;

Maintain routine records;  
Read, interpret, apply and explain rules, regulations and procedures;  
Maintain current knowledge of program rules, regulations, requirements, and restrictions;  
Work independently with little direction; and  
Plan and organize workload.

**EDUCATION AND EXPERIENCE:**

Must possess a Master’s degree and one of the licenses/credentials/degrees listed below;  
Must be able to become certified by the Crisis Prevention Institute (CPI) in Non-violent Crisis Interventions (NCI);  
Must be able to become certified by Ventura in Positive Behavior Interventions to complete FBAs and CBIPS.  
Experience in a school setting implementing Positive Behavior Supports, preferred;  
Board Certified Behavior Analyst (BCBA) preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess one of the following:

- 1) License as a Marriage, Family, Child Counselor or Marriage and Family Therapist issued by a licensing agency within the Department of Consumer Affairs;
- 2) License as an Educational Psychologist issued by a licensing agency within the Department of Consumer Affairs;
- 3) License as a Psychologist issued by a licensing agency within the Department of Consumer Affairs; or
- 4) License as a Clinical Social Worker issued by the licensing agency within the Department of Consumer Affairs.

Must possess valid California Driver's License.

**WORKING CONDITIONS:**

***PHYSICAL AND MENTAL DEMANDS:***

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

***Physical Demands***

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 40 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces. Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable period; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

### ***Mental Demands***

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### ***Work Environment***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Employees typically work in a classroom, playground, campus, and community settings, which may include inside and outside environmental conditions that is fast paced with high pressure. Subject to driving your personal automobile to conduct work with families and students in the home; may be required to attend periodic evening meetings and/or travel within and out of county boundaries to attend meetings.

### ***Hazard***

Exposure to community members, students, parents, and personnel who may become disorderly.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

### **SUPERINTENDENT POLICY NO. 4030**

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.