

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: Elementary Licensed Mental Health Therapist - Itinerant**

**DEFINITION:** Under general direction of the Superintendent, the direction of the Executive Director of Student Services, and in coordination with the site Principal(s), serves as a member of the Special Education and Counseling teams in providing highly skilled therapeutic mental health services to students with disabilities, including assessments, identification of needs, and individual therapy and group therapy. The Mental Health Therapist will also provide educational based services and goals related to the assessment and delivery of mental health care for eligible pupils; provide consultation to parents, teachers, other special education staff, and administrators, and coordinate services and evaluations with other district classified and certificated staff. This position is itinerant, so the Mental Health Therapist will serve multiple sites depending on need.

**ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:**

- Conduct comprehensive mental health assessments of students with disabilities as part of the Individualized Education Program (IEP) process
- Evaluate students with disabilities' social-emotional needs and develop appropriate intervention strategies
- Contribute to the development of a student with disabilities' Individualized Education Program (IEP)
- Maintain case management records such as intake forms, treatment plans, progress notes, referrals, and any/all other pertinent logs
- Upload and maintain service logs within a designated financial reporting and billing system to facilitate reimbursement through third-party billing platforms.
- Ensure that eligible student services provided by qualified staff are accurately documented and submitted for reimbursement under both Medi-Cal and the California Youth Behavioral Health Initiative (CYBHI).
- Initiate the CYBHI process for billing and reconcile as necessary
- Provide direct mental health services including counseling, consultation, mental health evaluations, treatment, mental health assessments and case management for students, parents, and families
- Provide educational based mental health assessments, diagnosis and propose treatment plans for students with emotional or behavior needs
- Respond to students in crisis, offering immediate emotional support and coordinating with school administration, parents, and outside agencies for appropriate follow-up care
- Counsel students, individually and in group sessions to assist in overcoming dependencies, maladaptive behavior, adjusting to life, and making changes
- Facilitate conflict resolution groups and special topic groups among all students identified as needing support such as social skills, anxiety, depression, substance abuse, anger management, grief/divorce, etc.
- Guide students in developing skills and strategies for dealing with their problems

## **Elementary Licensed Mental Health Therapist - Itinerant *continued***

- Facilitate parent conferences for the purpose of informing concerned parents about the warning signs of mental illness among youth and assisting in the support of their student's academic, behavioral, and mental health goals
- Maintain data on the efficacy of services
- Act as a resource to teachers, parents and others in the area of expertise
- Communicate and collaborate with other staff and family members as a means of effectively supporting students in home and school as to optimize the overall program and progress of the student
- Maintain a variety of detailed, organized documentation and files such as clinical notes, social/emotional progress, treatment goals progress reports, referral forms and other data
- Attend and participate in meetings, conferences, seminars, and professional development trainings in order to maintain currency in the profession
- Plan and conduct in-service mental health trainings for non-mental health trained staff
- Conduct and facilitate mental health education trainings for students in a classroom setting
- Maintain confidentiality
- Meet deadlines
- Refer students or family members to community resources as needed
- Other duties as assigned

### ***QUALIFICATIONS:***

#### **Knowledge of:**

- Mental health diagnosis and social emotional needs and treatment procedures designed for school age children to facilitate positive change and support learning
- Child growth and development
- Working with students with disabilities
- Special education laws, regulations, and statutory timelines
- Effective student management techniques
- Strategies and methodologies in the educational setting
- Technology and computer software applications relative to instruction, administration, and education
- Communication skills with parents and staff concerning student needs
- Facilitation techniques related to work with students in individual or group sessions

#### **Ability to:**

- Assess individual needs, establish realistic and appropriate goals and objectives, and design and implement a program for each student
- Conduct mental health assessments, communicate assessment results and service recommendations, write measurable goals, and participate in IEP meetings for students with disabilities
- Communicate orally and in writing sufficient to express ideas, thoughts and instructions clearly to special educators, community members, parents and administrators
- Professionally and effectively collaborate with PGUSD staff, parents, members of other agencies and the public
- Plan and conduct a system of continuous evaluation of each student's progress
- Communicate appropriately effectively, verbally and in writing

## **Elementary Licensed Mental Health Therapist - Itinerant *continued***

- Ability to work effectively and independently with a high degree of self-motivation using analytical and critical thinking and judgment skills
- Develop trainings
- Proficiently use current technology for performance of duties
- Perform clerical duties related to assessment, preparing reports, and maintaining records
- Drive a car

### ***EDUCATION AND EXPERIENCE:***

#### ***Any combination equivalent to:***

- A Master's Degree or higher in counseling, psychology, marriage family therapy, or a closely related field
- A minimum of one year of successful experience in a mental health setting or school setting providing clinical counseling services

### ***LICENSE OR CERTIFICATE:***

- A valid California license as a Professional Clinical Counselor (LPCC), or Marriage and Family Therapist (LMFT) or a Clinical Social worker (LCSW)
- Possession of a valid California Driver's license

### ***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

- Manual dexterity sufficient to write, use telephone, use computers and other business machines
- Physical mobility sufficient to move about the work environment (office, district, school or home visits), drive an automobile, and appropriately respond to emergency situations.
- Physical, mental and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions

### **Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop Lift and carry 25 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

## **Elementary Licensed Mental Health Therapist - Itinerant *continued***

### ***WORKING CONDITIONS:***

Office working environment subject to sitting at a desk and/or conference table for long periods of time, using telephone and computer for prolonged periods of time, kneeling, pushing and pulling, and reaching in all directions. School working environment subject to standing/walking for long periods of time both indoor and outdoor. Exposure to students who exhibit extreme emotions and related behaviors.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Date of Board Approval: May 7, 2026