

Duty Statement

Mental Health Professionals

1. Assesses individual student potential, achievement, and problems related to behavior and learning through use of appropriate techniques and instruments, and makes recommendations for improvement and counseling. (Code 2)
2. Serves as a resource for teachers and assigned students. (Codes 7, 8)
3. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)
4. Performs preliminary evaluation of students referred to them by administrators, advisors, teachers, and others, and requests the services of the district and community service agencies. (Codes 2, 3, 4)
5. Coordinates the completion of the prescribed services, termination of services, and the referral of the child to other Medi-Cal service providers as may be required to provide continuity of care. (Codes 3, 4, 7, 8)
6. Informs children and their families how to effectively access, use, and maintain participation in all health resources under the federal Medi-Cal/Healthy Families program. (Code 4)
7. Helps to facilitate and contribute to pupil progress, as appropriate, by being familiar with diagnostic prescriptive procedure in relation to the students' Individual Educational Program (IEP). (Code 8)
8. Helps plan with the school principal for vocational guidance, testing, and other related counseling programs. Provides assistance to teachers to interpret the abilities and needs of students. (Codes 2, 3, 4, 7, 8)
9. Confers with teachers, administrators and parents in teams and on an individual basis concerning students, and helps to explain and interpret mental health programs. (Code 8)
10. Explains Medi-Cal/Healthy Families eligibility rules and the Medi-Cal/Healthy Families eligibility process to prospective applicants. Assists with filling out and/or gathering information for Medi-Cal application. (Code 6)
11. Arranges for any Medi-Cal covered medical/mental health diagnostic or treatment services that may be required as the result of a specifically identified medical/mental health conditions. (Codes 4, 8)
12. Attends in-service workshops and counseling meetings for the purpose of maintaining professional competence. (Codes 3, 4)
13. Formulates and evaluates procedures whereby individual pupils develop educational plans and are scheduled into the subjects of their choice which meet the needs of their educational plans. (Code 1)

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14. Makes referrals, coordinates with other staff members, and schedules certain Medi-Cal covered services, but NOT including the state-mandated health services. (Codes 4, 8)
15. Provides coordination in referral, follow-up and exiting procedures for special education programs, and works with teachers and administrators in the specification and recommendation of appropriate instructional techniques and activities for students. (Codes 3, 4, 7, 8)
16. Completes all reports and maintains all necessary records. (Codes 1, 2)
17. Provides information to other staff on the child's related medical/mental health services and plans. (Code 8)
18. Attends meetings involving MAA Administration, and completes a MAA quarterly time survey. (Code 15)
19. Develops advisory or work groups of health professionals to provide consultation and advice regarding the delivery of Medi-Cal covered services to the school populations.
20. Works with other agencies providing medical services, to expand access, and to improve collaboration of Medi-Cal covered services. (Code 14)
21. Arranges for or provides translation services (oral, written or signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
22. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
23. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
24. Reviewing school policies, procedures, or rules. (Code 16)
25. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
26. Evaluation of employee performance. (Code 16)
27. Completing personal mileage and expense claims. (Code 16)
28. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)