a.

**#**

b.

c.

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Implement IEP goals related to counseling, counseling and guidance, and/or parent counseling, as written; collect data and document progress on goals.

Meet with s

Demonstrate cultural sensitivity in relationships with students, families, and school/district officials within the academic setting by communicating with students and parents in an interpersonally skilled manner using courtesy, tact, diplomacy, sensitivity, patience and professionalism.

Ensure the proper prioritization, timely completion, and meeting of deadlines for any required reports, documentation and/or assigned projects and tasks, as directed.

May participate in the district crisis intervention team.

Make referrals to appropriate resources in the community.

Maintain confidentiality of student records and information.

Consult with community agencies on the identification and management of social and mental health issues.

Participate in the development of any district or school-wide initiative or policy related to the promotion of student well-being and mental health.

May work a flexible schedule to meet with families and provide family counseling sessions per IEP and/or other identified services.

Under the supervision and review of Manager, Mental Health Services, provide all related services for identified students per the IEP.

Prepare and present oral and/or written reports; maintain records related to assigned functions, i.e., document all Special Education services provided in the Special Education Information System (SEIS) Service Tracker, complete Medical billing, etc.

Operate a variety of office equipment, including computer and assigned software; drive a vehicle to conduct work.

Participate in ongoing weekly clinical supervision, monthly staff or other meetings and professional learning, as assigned.

Adhere to the legal and ethical requirements and standards of the individual's licensing board, Health Insurance Portability and Accountability Act (HIPAA), and Federal Educational Rights and Privacy Act (FERPA).

OTHER DUTIES:
Performs related duties as assigned.

Work effectively with diverse groups of students and families possessing diverse socio-economic and multicultural backgrounds.
Provide services to students, parents and school staff that support Positive Interventions and Supports (PBIS) and a Trauma Informed Care (TIC) school culture.
Maintain service logs for treatment plans and services as stated in the IEP.
Exercise appropriate judgment in answering questions and releasing information.
Analyze and project consequences of decisions and/or recommendations.
Function calmly in situations that are emotionally and behaviorally escalated.
Schedule a number of activities, meetings, and/or events.

Driving a personal vehicle to consult with clients or provide services.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person and on the telephone.
Seeing to perform assigned duties.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Keeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
/ .
Physical ability to act swiftly in an emergency situation.

HAZARDS:
Contact with dissatisfied or verbally escalated individuals.

C EA A CE :

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

E: An incumbent in the job class of Mental Health Clinician I may be promoted to Mental Health Clinician II upon becoming fully licensed by the State of California and with approval of the Personnel Commission that the incumbent meets the minimum qualifications listed on the current class description of the higher job class.

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Recruitment Schedule
Director-Classified Personnel (CVUSD)

- Position opening date: Monday, August 31, 2020
- Application filing deadline: Monday, October 5, 2020; application packet will require: two (2) work-related references specific to this job posting; proof of education (copy of degree or transcripts); cover letter and detailed résumé
- Applicant review period: October 6 – October 12, 2020
- Candidate invitations to oral panel examinations: week of October 13 - 16, 2020
- Oral panel examinations: week of October 19, 2020
- Selection interview with Personnel Commission: week of November 2, 2020
- Final candidate references completed by November 13, 2020on: w2s.25098661.284-284(n) -4(nMT 583333 0 0

Position Advertisements
Director-Classified Personnel (CVUSD)

Suggested Advertisements:

- California School Personnel Commissioners Association (CSPCA) website & email listserv
- EDJOIN employment website
- CODESP website
- IPMA-HR Western Region and San Diego Chapter websites
- WRIPAC online newsletter

Optional Advertisements:

- CALGovHR website - $
- CALJOBS website
- CASBO-HR - $$
- Careers in Government website
- EDCAL 30-day online advertisement - $
- Indeed
- Google for Jobs
- Job Available online advertisement - $

Oral Panel Examination Composition
Director-Classified Personnel (CVUSD)

- Two (2) Oral Panel Examinations
  - General Fitness Panel:
    - CSEA Representative
    - Assistant Superintendent
    - Classified Administrator
    - Site Administrator
    - Legal Counsel for CVUSD PC
    - Facilitator: TBD
  - Technical Fitness Panel:
    - Three (3) Personnel Commission Directors

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