



*Every Student Matters, Every Moment Counts*

**Morton School District #214**

**Home of the Timberwolves!**

PO Box 1219 ~ Morton, WA, 98356

p: 360-496-5300 ~ f: 360-496-5399

[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

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**Morton Jr/Sr High School**

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

**Morton Elementary School**

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327

Job Title: **Mental Health Professional**

Reports To: **Jr/Sr High School Principal**

**Job Summary**

This position is responsible for providing mental health support and guidance, social/emotional support and guidance, behavioral support and guidance, and various other forms of support and guidance to a variety of individuals within the Morton School District. This staff member will work closely and under the direction of the district's Director of Student Services.

**Essential Duties and Responsibilities**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Works to resolve and/or support students through social and emotional needs.
3. Works to resolve and/or support students through behavioral needs.
4. Works to resolve students' educational challenges.
5. Works with teachers and staff to identify students with special needs and provides services or makes appropriate referrals for them.
6. Actively participates in and attends various school, district, regional, and state committees and training.
7. Provides student information to colleges, collegiate athletic organizations, military, and potential employers according to provisions of the Board's policy on student records.
8. Makes recommendations for admissions and scholarships.
9. Assists with the Suicide Prevention Program for health classes.
10. Works with students in evolving education and occupation plans.
11. Guides students in their participation in school and community activities.
12. Works with students on an individual basis in the solution of personal problems.
13. Confers with parents, teachers, students, and the community when necessary.
14. Interprets the guidance program to the community, parents, teachers, and students.
15. Provides in-service training in guidance for teachers when directed to.
16. Advises administration and faculty on matters of student discipline.
17. Supervises students in hallways before, after, and between classes, in the library, at lunch, and at special events.
18. Assists administration in implementing policies and rules governing student life and conduct.
19. Promptly reports any serious accident or illness affecting students or any incident which might affect the school, teachers, or students therein.
20. Uses a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, [jhannah@morton.k12.wa.us](mailto:jhannah@morton.k12.wa.us), or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, [bbrooks@morton.k12.wa.us](mailto:bbrooks@morton.k12.wa.us).*

21. Takes all responsible precautions to provide for the health and safety of the students and to protect equipment, materials, and facilities.
22. Appropriately maintains and secures confidential records and inquiries.
23. Maintains appropriate certifications and training hours, as required.
24. Professionally represents the school and the District in interactions with parents, community, staff, and students.
25. Works with staff and students in goal and responsibility development.
26. Complies with all applicable district, state, local, and federal laws, rules, and regulations.
27. Attends work regularly and is punctual.
28. Other duties as assigned.

### **Marginal Duties and Responsibilities**

The marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend in-service training.
2. Attend secondary staff meetings.
3. Attend elementary staff meetings when requested by the elementary principal.
4. Reports issues to authorities as necessary, animal control, suspicious activity etc.
5. Supervise students at lunch on the secondary campus.
6. Substitutes for other teachers, as necessary.
7. Substitutes for administration, as necessary.

### **Supervisor Responsibilities**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. This position may also supervise and direct the work of educational assistants and/or teacher aide(s).

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Prior successful experience working in corresponding fields where they provided mental health support. Associate's degree (A.A.) or equivalent from two- or four-year college/university or at least one-year related experience and/or training or equivalent combination of education and experience strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit; demonstrated ability to consistently meet deadlines; ability to multitask and handle several ongoing tasks without a decline in performance; demonstrated ability to successfully work with staff, students, and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to respond to situations in a proactive manner. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use: email, internet and word processing software, spreadsheets, Google Docs, Microsoft Office, WSIPC, Skyward, and EDS. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of all district students. Possess knowledge of effective behavior management methods. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the district including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid and current teaching, administrative, or counseling certificate that is endorsed through OSPI. Must have a valid Washington Driver License.

### **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or free and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

### **Other**

n/a

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.