

Memorandum of Understanding

Between

Los Gatos-Saratoga Union High School District (District) And
California School Employees Association and its Los Gatos-Saratoga Chapter #875 (CSEA)

The purpose of this Memorandum of Understanding (MOU) is to memorialize the mutually agreed upon terms and conditions between the District and CSEA (hereinafter “Parties”), for the new job description for the job classification “**School Based Mental Health Therapist – Lead**”.

The Parties agreed upon the job description for the **School Based Mental Health Therapist – Lead** job classification as attached hereto in **Attachment A**. The salary range shall be Range 54 on the CSEA salary schedule. The work year shall be ten (10) months (197 days).

Dated: June 5, 2026

For District:



Dagmar Derickson

For CSEA:


Adriana Chavez-Lopez (Jun 5, 2026 15:47:51 PDT)
Adriana Chavez-Lopez
Gina warne (Jun 5, 2026 15:51:46 PDT)
Gina warne
Robin James-Utigaard (Jun 5, 2026 15:58:36 PDT)
Robin James-Utigaard

LOS GATOS-SARATOGA HIGH SCHOOL DISTRICT

JOB DESCRIPTION

Class Title: School Based Mental Health Therapist – Lead

Reports to: Assigned Administrator/s

Site: Work Calendar: 10 month (197)

Range: 54

Revised 6.9.2026

Class: Classified **Board Approved:** Pending 6/11/2026

Basic Functions: Under the direction of the assigned school site administrator, with the oversight of the Director of Special Education, the School Based Mental Health Therapist Lead provides educationally related counseling to students. The School Based Mental Health Therapist Lead serves as the initial point of contact for student mental health needs, provides guidance to the site therapy team, and partners with the wellness center assistant. The School Based Therapist Lead will consult with pertinent school staff and district personnel as it relates to the student to promote educational benefit. Upon the signing of a special education assessment plan, the Licensed School Based Mental Health Therapist II will identify the emotional needs of the student and develop educationally related therapy goals and objectives for implementation through the Individualized Education Program (IEP). The School Based Mental Health Therapist Lead will complete required documentation and assessments, while writing and tracking measurable goals for both neuro-typical and disabled students in their purview.

Education & Experience:

- Preferred 4 years prior experience working as a school-based mental health provider;
- Prior experience in a team lead or clinical coordination role preferred;
- Master's Degree or higher in Marriage and Family Therapy, counseling, psychology, social work, or a closely related field

Essential Job Functions:

- Provide guidance to, and collaborate with, the Wellness Center Assistant in the implementation of the Wellness Center protocols.
- Support the implementation of Wellness Center mental health initiatives.
- Engage in community outreach and networking.
- Serve as the primary point of contact for site based student therapy services.
- Provide direct mental health services including counseling, consultation, mental health evaluations, treatment coordination, individual/group therapy, and case management in both educational and community settings
- Coordinate therapeutic services within the wellness center.
- Understand and practice in accordance with federal, state, and local laws, statutes, and/or policies that relate to students and families, such as, child protection, child abuse, special education, attendance, education rights and privacy
- Expand and exchange knowledge through consultation with administrators, specialists, psychologists, counselors, colleagues, and other service providers
- Provide information and support to teachers and administrators regarding classroom environment and school climate that is responsive to the needs of students

- Participate in school meetings related to the discussion and planning for improvement of student progress
- Maintain appropriate evaluation and treatment records
- Utilize the Special Education Local Planning Agencies (SELPA) IEP program (aka SIRAS) to develop measurable, observable, and reasonable therapeutic counseling goals and objectives for implementation
- Provide present levels of performance, and document service(s) provision and goal progress in writing for IEP meetings
- Conduct assessment of student needs
- Serve as the initial point of contact for school staff regarding student mental health concerns.
- Triage incoming referrals and conduct screenings.
- Conduct threat/risk assessments including crisis intervention and collaborate with crisis teams
- Provide crisis support to students and serve as the primary point of contact for student mental health services during campus-wide crises.
- As needed, attend student support team meetings.
- Collaborate with administrators, teachers, and counselors to provide comprehensive student needs.
- Schedule and conduct therapy through a variety of service models and alternate settings as needed, including in home settings during non-school days
- Maintain availability during school hours and contracted non-school days
- Attend trainings and workshops as directed by the Special Education Administrator
- Serve caseload as agreed in coordination with the Special Education Administrator
- Perform other program related duties as needed

Knowledge of:

- Common diagnoses and treatments for school-aged children and skills necessary to facilitate positive change in a school environment; social emotional needs and their relationship to learning
- IDEA disabilities including, but not limited to, Emotional Disturbance (ED), Autism (AUT), Specific Learning Disability (SLD), and Other Health Impairment (OHI)
- Special education framework, including the Individualized Education Program (IEP) process and IDEA regulations
- Knowledge of various research based therapeutic methodologies (such as CBT) as well as educationally related counseling assessment, interventions, and techniques for special needs students and their families
- Federal and state laws concerning family rights and behavioral health services
- State Education Code as it applies to the specific accountability of this position
- Computer applications to use common office productivity software, internet, and specific computer programs related to the job

Ability to:

- Attend IEP meetings and develop or update mental health goals for the students
- Guide students in the development of skills and strategies for dealing with problems
- Prepare and maintain all required treatment records and clinical assessment reports
- Encourage students to express their feelings and discuss what is happening in their lives, and help them to develop Insight Into themselves and their relationships

- Act as student advocate in order to coordinate required services or to resolve emergency problems in crisis situations
- Maintain confidentiality of records relating to students' treatment, records, and Information
- Develop progress reports for students with IEPs
- Work independently while following IEPs and make decisions within the framework of established guidelines
- Assess the needs of the student and the Influence of the environment regarding those needs
- Work with and communicate with other public and outside agencies
- Communicate effectively both verbally and in writing with parents and staff concerning student needs
- Establish and maintain cooperative and effective working relationships and Interpersonal skills with others using tact, patience and courtesy
- Follow oral and written instruction with a minimum of direction
- Work confidentially with discretion
- Establish priorities and deadlines
- Provide clinical consultation and guidance to School Based Mental Health Therapists regarding therapeutic approaches, student treatment planning, and professional development

Licenses and Other Requirements:

Registered with either the California Board of Behavioral Sciences (BBS) or the California Board of Psychology (BOP) as LMFT, LCSW, LPCC, or LEP. ~~PPS credential is desired but not required~~

Clearances:

All clearances required to provide service in a public school district in the State of California

Equal Opportunity Employer in compliance with the Americans with Disabilities Act and all other applicable federal, state, and local laws.