

JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Mental Health/ Psychological and Social Services	Student Services	Director of Student Services

Position No: 61408	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 7/9/19
FSLA: Exempt	Date Revised:

JOB GOAL
To function as a member of the student services team and to bring specialized knowledge and skills related to the area of mental health, social services, and psychological services.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's degree with certification in School Psychology, Social Work, Mental Health Counseling, or School Counseling. 2. Minimum of three years' experience in education or related field preferred. 3. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Establishes and oversees the services and resources within the mental health and allocation. 2. Ensures District compliance with all federal and state reporting requirements for mental and behavioral health, substance abuse, and other relevant reporting issues and requirements. 3. Ensures a coordinated and comprehensive response to potential, perceived, and actual crises affecting the school environment consistent with principles and practices embodied in Multi-Tiered Systems of Support (MTSS), School Positive Behavior Support, or similar collaborative mental and behavioral health support and response models. 4. Coordinates and monitors the implementation of professional development of school based mental health supports. 5. Monitors and disseminates intervention programs and information from educational research, effective and evidence-based practice, and industry best practices. 6. Coordinates inter-local agreements with agencies wishing to provide services to students. 7. Works to reduce risk factors and increase protective factors in students by organizing and coordinating training and initiatives. 8. Develops in-service components and provides staff development for various District programs/initiatives. 9. Represents the District at meetings with state, local and other agencies and community-based supports as directed. 10. Oversees the training protocols for required youth behavioral/mental health awareness and assistance training program for all staff. 11. Coordinates, in collaboration with other stakeholder departments and staff, the implementation and evaluation threat assessment processes and protocols for the district. 12. Works to reduce risk factors and increase protective factors in students by organizing on-line courses for tobacco and other forms of substance use. 13. Works collaboratively with the Director of Student Services to provide leadership and direction for school psychological and social services.

14. Assists with training for school psychologists and social workers in suicide prevention and intervention.
15. Assists the Director of Student Services in immediate response to school crisis situations.
16. Interprets impacts of legislation, state board rule, and policy; provides recommendations for appropriate response/course of action accordingly.
17. Performs assigned tasks in a timely and efficient manner.
18. Performs assigned tasks in a timely and efficient manner.
19. Performs assigned tasks with a high standard of quality.
20. Performs such other tasks and assumes other responsibilities as the Supervisor or his/her designee may assign.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required