

TITLE: SCHOOL-BASED MENTAL HEALTH COORDINATOR

SUPERVISOR: Director of Secondary Education

GENERAL RESPONSIBILITIES: The primary responsibility is to act as liaison, consultant, organizer, and key team member with the schools, district, and the community in the integration of services, procedures, and protocols to support children with mental health needs and their families. This position is responsible for coordinating mental health services and prevention efforts, as well as overseeing comprehensive supports for children with mental health challenges, chronic stress, and trauma.

QUALIFICATIONS (to include but not limited to):

- Candidates must have a Masters degree in administration, counseling, psychology, social work, or related field
- Experience in working with multi-disciplinary teams
- Experience in working with agencies who provide therapeutic interventions with children and families
- Experience in working with school personnel and/or in school settings
- Experience with creating and positively supporting / maintaining systems change
- Computer experience and basic computer fluency
- An ability to work independently and in cooperation with others
- Strong organizational skills
- Strong oral and written communication skills
- Strong interpersonal skills in working with diverse populations
- Flexibility in assigned work hours
- A commitment to public health, community collaboration, and client empowerment
- An energetic and positive approach to the rapidly evolving changes and challenges of a complex workplace.

RESPONSIBILITIES (to include but not limited to):

- Support and direct the district Mental Health Specialist and School based Mental Health Coordinators in collaboration with the Secondary and Elementary Assistant Superintendents to build consensus and develop a district wide vision/philosophy for Social and Emotional growth, behavior management strategies, and discipline practices to create safety for all students in their learning environment.
- Lead a core group of coaches, counselors, administrators, teachers, parents, students, and other interested parties to an increased capacity in trauma-informed practices, proactive and collaborative strategies to manage behaviors, and improving emotional intelligence, and increase problem solving skills.
- Support building leadership and counselors when presented with students who demonstrate mental health challenges or students in mental health crisis. Consult and provide advice in finding resources involving wrap-around services for students, as needed, with mental health needs.
- Act as the School Counselor advocate and liaison to the District Cabinet Leadership committee. Meet with counselors monthly to coordinate and support the needs and goals of the counselling department.
- Coordinate, support, and oversee District mental health programs, to include, but not limited to QPR, TBRI, Making Sense of your Worth, and Sources of Strength.

- Act as liaison for the District Coordinator of Sources of Strength.
- Provide technical support to schools and communities on mental health services, interventions, referrals, programming and concerns.
- Support students, families, and schools by coordinating with counseling agencies, caseworkers, probation officers, community and support services, etc. Work with other agencies to share information and coordinate services.
- Coordinate prevention activities with District and community teams focused on engagement and empowerment of students and families. Work cooperatively with the District and the community on prevention media campaigns.
- Coordinate collaborative activities for mental health awareness with mental health community partners and schools.
- Assist the District and schools in identifying gaps in mental health services.
- Gather necessary data and reporting to ensure for accurate outcome based program evaluation.
- Manage the Mental Health Department budget.
- Perform other duties as assigned.

ESSENTIAL FUNCTIONS - required with or without a reasonable accommodation:

- Effective Communication capabilities to discern verbal conversation
- Comprehend the meaning of words and respond effectively
- Visual acuity to comprehend written work, prepare, review, and organize documents and observe classroom and student activities
- Manual dexterity to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment and to physically restrain a student to keep from harming self and/or others
- Personal mobility, flexibility, and balance which permits the employee to work in a school environment, occasionally lifting or moving objects that weigh up to 20 lbs
- Job tasks require sitting and walking with occasional reaching, pushing, pulling, lifting, and grasping

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Personnel

TERMS OF

EMPLOYMENT: Exempt Position working on a twelve month work schedule.