



LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Job Description

Title: District Mental Health Coordinator

Reports to: Assistant Superintendent-Special Services

Department: Special Services

Classification: Certificated Management

FLSA Status: Exempt

Work Year: 195 days

Board Approval: May 15, 2023

Salary Schedule: Management/Confidential

JOB SUMMARY:

Under the direct supervision of the Assistant Superintendent of Special Services, provide consultative and collaborative services in support of the instructional program with a focus on Social Emotional Support Systems; Plan, organize, implement, coordinate, and monitor social emotional support services, provide training, coaching, guidance and assistance to the mental health support staff, counselors, site administration, and others delivering services to children, provide educationally related mental health services to qualifying students, provide leadership and monitoring of SST and 504 plans; and do other related work as required; and, perform related duties as assigned.

ESSENTIAL FUNCTIONS:

- Under the direction of the Assistant Superintendent of Special Services, assist with developing and maintaining special education programs that are compliant and instructionally sound, in accordance with all directives, standards, procedures, policies, laws, rules, regulations, codes, and guidelines.
- Provide consultative and collaborative expert support to mental health and social emotional support staff.
- Provide support, referrals, and education on mental health issues to students and families in need.
- Manage the implementation of mental health interventions and strategies through the Student Study Team process by addressing the student's social-emotional needs on campus and providing on-going progress monitoring.
- Manage protocols for service delivery and ensure uniformity across school sites.
- Provide crisis intervention to families and student in regard to suicide and homicide threats, drug abuse, pregnancy, truancy, medical issues, community violence, child abuse, assaults, suicide threats, bullying and other issues.
- Conduct risk assessments and provide crisis intervention when needed.
- Manage the Educationally Related Mental Health Services (ERMHS) process by working collaboratively with local agencies, families, school staff and other mental health providers. Provide oversight of the student referral process, collaboratively facilitate the intake process, and manage ongoing service delivery. Manage potential emergency and crisis response procedures.
- Supervise the delivery of student and parent education on topics that include mental health, trauma awareness, social skills, conflict mediation, grief, drug prevention, and on other social-emotional issues that impact and influence learning.
- Participation in and coordination of staff development programs for professional, paraprofessional, classified and certificated school staff.

- Plan and implement an effective counseling program for identified at-risk students involving individual, group and early intervention counseling and provide leadership and guidance to counselors.
- Design and coordinate ongoing staff development activities for district counselors and social-emotional support providers
- Lead and coordinate counseling staff
- Attend IEP meetings as needed, and assist in the implementation of planned programs, activities and strategies.
- Coordinate and prepare for in-service and meeting; develop and present program framework training to staff in support of professional learning.
- Support counseling staff with Positive Behavior Interventions and Supports including developing social-emotional supports for students in need.
- Keep current with issues, laws and regulations regarding student mental health, educational trends, and other issues related to children with social and emotional needs.
- Communicate and confer with administrators, staff, and outside agencies to ascertain needs, coordinate activities and programs, resolve issues, exchange information, and provide training and assistance.
- Design and coordinate ongoing staff development activities for all District sites to enhance each site's ability to comply with SST and 504 plan requirements in general education settings.
- Ensure compliance with federal, state and local standards, procedures, policies, laws, regulations and requirements applicable to the assigned area(s) of responsibility.
- Operates a personal computer and standard office equipment.
- Operates a motor vehicle.

OTHER JOB-RELATED DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Proper English usage grammar, vocabulary, spelling and punctuation.
- LUESD mental health programs
- Current accepted behavior intervention methodologies, including positive behavior strategies and best practices included in the full continuum of placement options for students
- Interpersonal skills using tact, patience, and courtesy.
- Accepted counseling techniques and social emotional support systems.
- Applicable directives, standards, procedures, policies, rules, regulations, codes, laws and guidelines governing special education.
- Individual and classroom management techniques and the principles of learning
- Data tracking and collection, record management and reporting methods.
- Accepted strategies and practices of administration.

Ability to:

- Plan, organize, direct, control and staff designated departments.
- Interpret, explain, administer and apply specific statutes, ordinances, laws, regulations, codes, policies, directives and procedures governing all assigned activities of LUESD and apply them with good judgment in a variety of situations.

- Analyze and interpret data and trends to make projections, informed decisions and recommendations on a wide range of business matters
- Demonstrate an understanding, patient, respectful and receptive attitude toward exceptional needs students of varied age groups.
- Establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work.
- Understand, carry out and communicate oral and written directions.
- Plan, organize and administer the social-emotional support systems of the District.
- Provide formal and informal training, assistance and guidance to pupils, parents, and educational staff.
- Communicate effectively with the staff and community.
- Write quickly, succinctly and accurately.
- Maintain accurate records and files, and prepare documents and reports
- Attend in-service training, conferences and meetings, as needed.

EDUCATION AND EXPERIENCE: Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: A minimum of two years experience serving students and families in an educational setting preferred.

Licenses, Certificates and other Requirements:

- Valid Licensed Marriage Family Therapist or valid Licensed Clinical Social Worker
- Valid Pupil Personnel Services Credential: School Counseling
- Possess a valid California driver's license and maintain insurability.

DESIRABLE QUALIFICATIONS:

- Possess California Pupil Personnel Services (PPS) Credential
- Experience in the administration of special education programs.

WORKING CONDITIONS:

Environment: Indoor/office environment, school site and classroom environment, a fast-paced work environment with changing priorities.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or walking for extended periods of time.
- Vision to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally to retrieve and organize materials.
- Lifting and/or carrying up to 30 pounds or more.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.