

**School District of Santa Rosa County
Job Description**

Coordinator of Mental Health Services

Reports to: Director of Student Services	FLSA Status: Exempt
Department: Student Services	Prepared by: Human Resources
Date: June 6, 2018	Job Code:

Principal Duties and Responsibilities (Essential Functions):

- Plan, organize, coordinate and direct the District's mental health programs and services
- Monitor and evaluate mental health services, programs and professional development functions for effectiveness and operational efficiency; oversee the development and implementation of programs, policies and procedures to enhance mental health services effectiveness and operational efficiencies; resolve issues and provide input concerning program standards
- Coordinate information and communications to assure proper and timely response to the needs of mental health personnel and administrators; resolve problems and issues; direct and participate in the research, assembly and compiling of related information
- Supervise and evaluate the effectiveness of mental health counseling programs, contracts and providers
- Coordinate mental health professional development for district staff
- Respond to parental concerns as needed; respond to inquiries and provide detailed and technical information concerning related local and State laws; codes, regulations, policies and procedures pertaining to Mental Health programs and services.
- Coordinate the preparation and maintenance of a variety of narrative and statistical reports, records and files related to programs, services, financial activity; collect and analyze data in a variety of settings and ways; complete paperwork to support mental health
- Communicate with administrators, personnel, parents and outside or community organizations to coordinate activities and programs, resolve issues and conflicts and exchange of information.
- Serve as liaison between the school and community agencies, through reciprocal referral arrangements, collaboration on cases, and assistance to families in obtaining and utilizing local resources.
- Represent assigned programs and services to local and state officials and community meetings; make presentations to the Board and others regarding matters related to Mental Health programs and services.
- Coordinate with caseworkers, probation officers, law enforcement, community and support services, and appropriate referrals; work with other agencies to obtain information and coordinate services.
- Attend meetings and serve on committees; oversee a variety of in-services and professional development activities for department personnel and others; oversee the preparation of related training and support materials.
- Work with certified school counselors, school risk assessment teams and school leadership to ensure awareness of mental health programs available to students.
- Establish and coordinate Mental Health Crisis protocol and serve as the District's team lead
- Coordinate/facilitate annual in-service for staff on suicide according to Board Policy
- Prepare and maintain budgets
- Perform other specific job-related duties as directed

Supervision Received:

Director of Student Services

Supervision Exercised:

Appropriate staff as assigned

Minimum Qualifications & Skills Required:

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for a Florida teaching certificate in an area of counseling, school psychology, or related field. Professional certification and /or licensure in counseling/ school psychology or related field may be substituted for the teaching certification.
3. Minimum five year's administrative or leadership experience in public education.

Preferred:

Site level administrative or leadership experience preferred

Physical Demands:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Mental acuity is necessary to perform essential job functions.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.