

ADMINISTRATOR, MENTAL HEALTH & BEHAVIOR SUPPORT SERVICES

DEFINITION

Plan, organize, coordinate, and evaluate the District's Mental Health & Behavior Support Services programs and services for general and special education students; directing and supervising the delivery of mental health and behavior intervention services provided by District personnel and other community-based mental health organizations. Integrate these programs into the total educational program of the District, in an effort to achieve maximum results from the instruction provided. Perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from the appropriate Assistant Superintendent or designee. Exercise general supervision over certificated and classified mental health and behavior support services staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements). Duties may include, but are not limited to the following:

Assist in providing overall management direction in the planning of the Mental Health & Behavior Support Services program objectives and general guidelines for individuals responsible for providing these services. (E)

Assist in reviewing programs, budget, and staffing plans; act as a liaison between outside agencies and District programs; assure conformance with local, state, and federal objectives; Assists in administering federal and state programs, including Special Education mental health and behavior intervention related services, and other specifically funded grants and programs. (E)

Assist in the development, implementation, and evaluation of policies and procedures, in cooperation with other organizational units, in matters relating to the identification and service provision of students with needs relating to mental health and behavior intervention services. Assist in the preparation and maintenance of a variety of records and reports. Update staff on revised policies and procedures and implement changes. (E)

Assist in the establishment and implementation of uniform standards and procedures for organization, clerical practices, and performance of functions of the staff assigned to Mental Health & Behavior Support Services. (E)

Assists in coordinating with administrators and other staff to identify students in need of mental health services and assist in the design and implementation of collaborative mental health and social services to develop, implement, and monitor programs aimed to ameliorate problems that may be adversely affecting attendance, enrollment, achievement, and social behavior. (E)

Assist in providing staff advice and assistance in the development, implementation, and evaluation of the procedures and policies related to Mental Health & Behavior Support Services; provide consultation services to District staff regarding mental health and behavior support services. Assist directors and other administrators to ensure that services district-wide are continuously coordinated, articulated, supervised, and evaluated. (E)

Assist in providing leadership in the development and implementation of quality staff development programs appropriate to the needs of administrators, teachers, paraprofessionals, other certificated and classified staff, community agencies, and parents/guardians in the areas of social and emotional development, human behavior and resiliency, mental health issues, and the development of service plans to address barriers. (E)

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Develops and implements training and supervision of Behavior Support Services personnel to meet federal, state, and local guidelines and audit mandates; *(E)*

Supervises school-based programs for graduate interns from local universities, provides supervision for behavior specialist and analysts employed by the District; *(E)*

Collaborates with administrators and other staff to identify students in need of behavior support services and assists to develop, implement, and monitor programs aimed to ameliorate problems that may be adversely affecting attendance, enrollment, achievement, and social behavior. *(E)*

Assist in representing the District in the area of Mental Health and Behavior Support Services (PreSchool, K-12, and Young Adult Special Education up to 22 years of age) in cooperative relationships with community members, community agencies, district committees and councils, and personnel in other organizational units and offices. *(E)*

Assist in the planning for the continuous evaluation and improvement of the services provided by the Mental Health and Behavior Support Services program. Assist in directing the maintenance of comprehensive files pertaining to student and staff records. *(E)*

Assist in the recruitment and selection of certificated and classified Mental Health and Behavior Support Services staff; with mediations and due process complaints relating to mental health and behavior intervention services; and, with supervision of meetings, programs, and events involving variable day and evening hours. *(E)*

Works effectively with all segments of the education community, the general public, and diverse cultural populations and individuals in a manner that achieves district goals; *(E)*

Attends and conducts a variety of meetings, serves on district-level committees, projects, and task forces related to assignment; *(E)*

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations and judicial decisions affecting the provision of services in all educational program areas
- Principles, practices, trends, goals and objectives of school-based mental health services including counseling, and various treatment modalities
- The scope and activities of public and private health and welfare agencies and other available community resources
- Principles of supervision, training, and program administration
- Research-based positive behavioral intervention methodologies and techniques;
- Theory and techniques of Applied Behavior Analysis;
- Oral and written communication skills
- Research and development strategies, processes, and techniques
- Organization, planning, and program evaluation strategies, techniques, and procedures
- Social-Emotional Curriculum and instruction design and delivery systems specific to School-Based Mental Health programs
- Human relationships, conflict resolution strategies, mediation practices, and team building techniques

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Ability to:

- Plan, organize, develop, and coordinate the activities of a broad range of programs and school-based mental health services
- Analyze program activities and implement procedures which will improve services
- Develop behavioral intervention plans that encompass data collection, program development and monitoring;
- Provides supervision for staff members pursuing related credentials or pursuing certification in the field as RBT/BCaBA/BCBA, if qualified
- Ensure that programs and activities are carried out in compliance with district, state, and federal requirements
- Serve as liaison with a variety of community and governmental organizations
- Operate a computer and other office equipment as assigned; drive own vehicle to conduct work; have the capacity sufficient to perform other job tasks.
- Maintain positive and effective interpersonal relationships
- Provide effective training and curricular development for support staff
- Communicate effectively both orally and in writing
- Make effective public presentations of program information
- Maintain consistent, punctual, and regular attendance
- Multi-task and deal effectively with constant interruptions

Experience and Education:

Master of Arts or an advanced degree from a recognized college or university. California Pupil Personnel Services Credential authorizing service in School Social Work, School Counseling, or School psychology.

Appropriate administrative credential; two (2)-years' experience providing training to parents, school district staff, and/or community-based organizations and three (3) years' experience in working with a Special Education Local Plan Area or school district operations.

License and Certificates:

- Valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days after date of hire

Physical Demands:

Employees in this position must have/be able to:

- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for prolonged periods of time
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- See to view a computer monitor and read a variety of materials

Salary Placement:

Management Team Salary Schedule

Tier 6, Range 3

12 Month Work Year Board

Approval: 03/30/19