

STOCKTON UNIFIED SCHOOL DISTRICT

DIRECTOR OF MENTAL HEALTH & BEHAVIOR SUPPORT SERVICES

DEFINITION

The Director of Mental Health and Behavior Support Services, plans, organizes, coordinates, and evaluates the District's Mental Health and Behavior Support Services and programs 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. Integrates these programs into the total educational program of the District, in an effort to achieve maximum results from the instruction provided.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Educational Support Services or designee. Exercises general supervision over certificated and classified mental health and behavior support related staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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:

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

Reviews programs, budget, and staffing plans; acts as a liaison between outside agencies and District programs; assures conformance with local, state, and federal objectives; Assists in administering federal and state programs, including Special Education mental health related services, and other specifically funded grants and programs. *(E)*

Develops, implements, and evaluates 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. Prepares and maintains a variety of records and reports. Updates staff on revised policies and procedures and implements changes. *(E)*

Establishes and implements uniform standards and procedures for organization, clerical practices, and performance of functions of the staff assigned to Mental Health and Behavior Support Services. *(E)*

Coordinates 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)*

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

Provides 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,

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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)*

Represents the District in the area of Mental Health and Behavior Support Services (Pre-School, 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. Attends, conducts, and chairs a variety of meetings. *(E)*

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

Recruits and selects certificated and classified Mental Health and Behavior Support staff; with mediations and due process complaints relating to mental health services; and, with supervision of meetings, programs, and events involving variable day and evening hours. *(E)*

Coordinates school-based programs for graduate interns from local universities, and provides clinical consultation to licensed and licensed-eligible mental health providers contracted and/or employed by District. *(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 positive behavioral intervention methodologies and applied behavior techniques analysis of mental health services including counseling, psychotherapy 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;
- 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.

Ability to:

- Plan, organize, develop, and coordinate the activities of a broad range of programs and school-based mental health and behavioral support services
- Analyze program activities and implement procedures which will improve services
- 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

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- 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 and/or supervisory credential. Five (5) years of administrative experience in varied school student support service departments or mental health organizations. Five (5) years of experience providing mental health services in a California school district or county office of education; including working with a Special Education Local Plan Area or school district operations.

License and Certificates:

- Valid California Board of Behavioral Sciences (BBS) license as a Licensed Clinical Social Worker (LCSW) or Licensed Marriage Family Therapist (LMFT);
- 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 to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- 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
- Push/pull up to 40 lbs. for short distances
- Reach overhead, above the shoulders and horizontally.

Salary Placement:

Management Team Salary Schedule

Tier 7, Range 02

12-month work year

Board Approval: 04/23/19