Coordinator of Mental Health Services

JOB DESCRIPTION

DIVISION: Student Affairs	**GRADE:** Coordinator
DEPARTMENT: Student Services	**WORK DAYS:** 248
REPORTS TO: Director of Student Services	**FLSA STATUS:** Exempt
ESSENTIAL PERSONNEL: Yes	

POSITION SUMMARY

Provides districtwide leadership for the planning, implementation, and evaluation of mental and behavioral health systems and services.

MINIMUM REQUIREMENTS

Master's degree from an accredited institution in Mental Health Services, School Psychology, School Counseling, or a related Field.

CERTIFICATION:

- Valid State Certification or Florida Licensure in Mental Health Counseling or Social Work
- Valid Driver's License

WORK EXPERIENCE:

- Minimum of three years' experience in mental or behavioral health services
- Minimum of three (3) years of successful administrative experience preferred
- Preferred experience in facilitating the multi-tiered system of supports (MTSS) problem-solving process, including monitoring student's response to intervention and coaching schools on MTSS.

PREFERRED QUALIFICATIONS

- Knowledge of federal, state, and local statutes, laws, regulations, rules, policies, procedures, and current research-based best practices governing the functional area of assignment, including working knowledge of Multi-Tiered Systems of Support (MTSS), mental and behavioral health services, and local resources and agencies providing mental and behavioral health services, interventions, and support.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy, public information, and records retention.
- Knowledge of child development, mental health issues, and family dynamics
- Knowledge of available services and how to access them
- Ability to communicate effectively orally and in writing
- Ability to use technology to support assigned duties
- Ability to interview, assess and evaluate
- Ability to supervise others

SUPERVISES

As Assigned

ESSENTIAL DUTIES

- Plan, organize, coordinate, and evaluate districtwide mental and behavioral health programs and services.
- Establish and oversee service delivery models that address prevention, intervention, crisis response, and recovery.
- Monitor program effectiveness through data collection, analysis, and reporting.

- Ensure compliance with federal and state statutes, reporting requirements, and confidentiality laws.
- Ensure confidentiality and proper records management in accordance with applicable laws.
- Ensures a coordinated, comprehensive, and timely district response to potential, perceived, and actual crises impacting the school environment, aligned with Multi-Tiered Systems of Support (MTSS), Schoolwide Positive Behavior Supports, and other evidence-based, collaborative mental and behavioral health frameworks.
- Coordinate suicide prevention and crisis intervention protocols.
- Participate in district threat assessment team.
- Assist district leadership in immediate response to school crises.
- Oversees the training protocols for required youth mental health awareness training for the District and serves as point of contact for school staff, parent, and students.
- Plan and coordinate professional development related to student mental and behavioral health.
- Develop and manage agreements with community mental health providers.
- Serve as district liaison with state and local agencies.
- Supervise and support assigned personnel.
- Assist with budget planning and reporting.
- Perform other tasks or duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and/or classroom environment.

Physical Demands: Routine physical activity associated with normal office and school environment.

Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.

Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.

Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.