

Title: Mental Health Provider (FLSA: Exempt)

Performance Responsibilities Design and Evaluation:

Assumes responsibility for the design and evaluation of their school-based mental health program.

- Incorporates comprehensive goals and objectives for special education students served.
- Encourages teachers of students served to implement strategies and programs which benefit mental health goals.
- Develops personal goals and performance objectives for assessment of effective programming.

Any and all duties as assigned by Director of Students with Exceptionalities or designee

Leadership: Assumes leadership in directing mental health related activities of students served.

- Serves as role model for confidentiality of student records.
- Assists teachers in development of prevention and intervention strategies for classroom maintenance.

Management: Initiates practices to contribute to an adequate learning environment for students.

- Manages time in manner which maximizes service to students.
- Maintains appropriate permission forms and daily logs.
- Establishes clear, time-effective communication process with school administration.

Student Services: Upholds practices designed to foster behavioral, emotional, and psychological well-being of students.

- Assists individual students through intervention to better understand themselves in planning, decision making, and coping with problems relative to their developmental needs and vocational and educational activities.
- When requested by school administration, participates in initial placement meetings to assist in writing realistic goals and objectives.

School/Community Relations: Initiates practices designed to provide effective school/community relations.

- Addresses needs of community with respect to education regarding effective strategies for intervention.
- Provides feedback to mental health coordinator concerning issues relevant to the development of community awareness.
- Addresses need for informative workshops for parents, teachers, and school community.

Minimum Qualifications: Master's Degree certification in psychology, social work, or counseling which, by Louisiana law, specifies diagnosis and treatment as part of its practice act; eligibility for 3rd party payments according to licensure, by insurance standards; eligibility and maintenance of liability insurance for independent mental health practice; United States Citizen or authorized alien.

Terms of Employment: Specified by contract

Reports to: Director of Students with Exceptionalities or designee

Supervises: None designated; voluntary site supervision of student interns as approved by mental health provider coordinator.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)