



Job Description
Prepared/Revised: **March 2023**

Job Title: **Student Support Services Mental Health Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Work Year: **10 months**

Job Code: **4125**
 FLSA Status: **Exempt - E**
 Pay Range: **L12**

SUMMARY: Build capacity of staff who work within Student Support Services in order for them to provide high quality programming and professional practices for our most intensive populations. Provide knowledge, guidance, and support to building level administrators and Student Support Services staff for students behavioral challenges, mental health needs and crisis intervention in the area of professional development, programming, and service delivery to increase student achievement. Provide assistance and support to the Student Support Services Executive Director and Directors in the development, implementation and evaluation of department and district goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job tasks and percentage of time may vary based on assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Collaborate with, coach, and educate mental health teams in developing high quality specialized instruction and appropriate opportunities for students with disabilities, including assessments to identify pathways of interest, strengths, and areas of needed growth to develop meaningful goals and services.	D	30%
2. Provide and ensure high quality professional development, coaching, and programming for students with disabilities by reviewing and evaluating documents, Individual Education Plans, Functional Behavior Assessments and Behavior Plan, as well as best practices for social emotional and mental health needs and-appropriate assessments in the social emotional and cognitive areas in accordance with district procedures, state rules and federal regulations.	W	20%
3. Provide leadership in the development of a continuum of services for students with disabilities and strategies to increase achievement and the graduation rate of students with disabilities.	D	10%
4. Assist in data collection and analysis to validate current and prospective initiatives, in the area of mental health.	Q	8%
5. Supervise and evaluate student support services mental health staff and support building administrators with evaluations of school based mental health staff.	W	7%
6. Provide oversight of allocation and hiring of mental health staff; including, substitute coverage and work with contract agencies as needed.	Q	5%
7. Oversee social work and school psychology internship program.	W	5%
8. Collaborate with other district teams including Social Emotional Specialists, Counseling, and Prevention/Crisis Recovery.	D	10%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Special Education or related field.
- Experience in administration, special education or related field.
- Experience as a School Psychologist or School Social Worker required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Special Education Teacher or Special Services Provider License required.
- Colorado Principal License required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of evidenced-based programming and service delivery for students with unique learning needs (Special Education, At-Risk, Alternative Education.)
- Demonstrated skills in facilitation, conflict resolution and adult learning.
- Excellent interpersonal and communication skills.
- Excellent problem-solving abilities.
- Excellent organizational skills. Ability to manage a variety of tasks in many settings on a daily basis.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support Services Director	3026

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Autism Specialists	2	1700AS
	Behavior Specialists	2	5027
	Developmental Specialists	2	varies
	Teacher on Special Assignment	2	varies

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	