

Ashland Independent Schools Classified Job Description

POSITION: Mental Health Coordinator

QUALIFICATIONS: *Shall* hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
Shall demonstrate the ability to work effectively with students, peers, and families.
Shall demonstrate the ability to communicate effectively with students, families, and staff

REPORTS TO: Head Start Director
Director of Staff and Student Services

SUPERVISES: Not applicable

PHYSICAL QUALIFICATIONS:
Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

JOB GOAL: *Shall* provide mental health services to eligible students and their families in order to eliminate or reduce physical or emotional barriers to the students' mental health, social and emotional well-being

GENERAL DUTIES:
Shall demonstrate program management and evaluation skills.
Shall demonstrate knowledge of mental health services.
Shall communicate/collaborate effectively.
Shall plan and implement effective mental health services for students.
Shall follow mental health performance standards and district policies and administrative procedures.
Shall act in accordance with the by-laws and policies as set forth by the Ashland Independent Board of Education, Kentucky Revised Statutes and Head Start performance standards.
Shall perform other duties as assigned by the Head Start Director in accordance with the best interest of the students and district.

SPECIFIC DUTIES:
Shall facilitate team meetings with identified child's teachers/staff and parents for planning purposes.
Shall prepare and submit written reports including referrals to outside agencies for needed services.
Shall provide immediate on-site behavioral intervention and/or consultation services to students who present with behavioral escalation problems.
Shall make home, community, and agency visits as needed.

DAYS OF EMPLOYMENT:
145 Days (5 hours per day)

SALARY: Salary and work year to be established by the board of education per the district's

salary schedule.

EVALUATION:

Performance of this position will be conducted in accordance with the board policy on Evaluation of Classified Personnel. Evaluation of the mental health coordinator shall be conducted by the Head Start director or their designee.

5/22/2017