

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF MENTAL HEALTH SERVICES

POSITION: Supervisor of Mental Health Services

REPORTS TO: Director of Student Services

LOCATION: Department of Student Services

NATURE OF WORK: Under the direction of the Director of Student Services, this position is responsible for coordinating and evaluating various aspects of existing mental health services and referral procedures throughout St. Mary's County Public Schools (SMCPS). The supervisor will lead, plan, organize, and direct initiatives and services related to mental health for students and professional development of staff in working with students with mental health needs. This position will be the primary liaison between SMCPS and various health and human services organizations throughout the community. The Mental Health Services Coordinator will focus on proactive solutions to improve mental health services at all SMCPS sites. This position will evaluate programs, observe and evaluate mental health staff to support delivery of mental and behavioral health and wraparound services throughout SMCPS. The nature of this work requires a high level of confidentiality as well as the ability to communicate efficiently and effectively both orally and in written form.

ESSENTIAL FUNCTIONS:

- Collaborate with the local health department, local Department of Social Services, and other mental health organizations for the delivery of mental health services to students;
- Maintain knowledge and understanding of appropriate Board of Education policies and regulations as well as local, state, and federal laws;
- Possess excellent technical writing and analytic skills;
- Knowledge of school system organization and operation required; and
- Ability to communicate effectively and to gain the confidence and cooperation of students, parents, and school system staff;
- Ability to supervise assigned Student Services staff;
- Maintain knowledge of relevant educational and/or psychological information and staff professional development; and
- Maintain confidentiality and exercise sound judgment.

DUTIES AND RESPONSIBILITIES:

- Complete observations, evaluations, and provide evaluative feedback of Student Services staff supporting mental and behavioral health;
- Research, analyze, and submit grant requests for external funding for mental health and wrap around services;
- Serve as a resource for relevant educational and/or psychological information and staff professional development;
- Provide interventive, consultative, and follow-up services in a variety of situations as needed;
- Engage in program management, evaluation, completion of reports to funding agencies, and fiscal management of each funded program
- Provide Clinical Supervision of School Social Work Team staff in accordance with the Maryland Department of Health and Maryland State Department of Education;
- Interview, orient, and assign School Social Work Team members
- Coordinate District Crisis Support Team;

- Coordinate mental health services within the school system for the delivery of behavioral health and wraparound services to students exhibiting behaviors of concern;
- Develop and conduct professional development to enhance present and future programs in the area of mental and behavioral health;
- Provide evaluative feedback to School Social Work Team members throughout the course of the year;
- Assist in the development and revision of student assessment and intervention policies and programs related to mental and behavioral health including Risk Assessment, Threat Assessment, and Trauma;
- Assist with developing standards and procedures for student referral, evaluation, and mental health treatment;
- Evaluate Student Services programs and staff to support the delivery of mental health and wraparound services;
- Develop appropriate intervention and referral processes for students exhibiting significant but varying mental health challenges;
- Coordinate with school representatives on a system of tiered mental health supports;
- Develop referral processes to school-based mental health providers and community mental health providers;
- Develop and lead a committee of local mental health service agencies to address identified mental health challenges within the school system;
- Collaborate with the Department of Safety and Security and the Department of Student Services in the development of policy, regulations, crisis response protocols, practices, and trainings;
- Participate as a member of County Individualized Education Program (IEP) Teams and other teams;
- Participate in research projects, professional development planning, and continued educational experiences;
- Participate in school system and community activities to inform the public of school mental health services and to facilitate community partnerships in education;
- Work collaboratively with other professionals; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Master's Degree in mental health, psychology, counseling, or social work;
- Five (5) years leadership experience in mental health, social services, or clinical counseling required;
- Licensed Clinical Professional Counselor or Licensed Certified Social Worker - Clinical required;
- Administrator I certification, preferred.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for twelve-month employees Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

06.29.2023