

# DRAFT

## PLEASANTON UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>Position:</b>	Assistant Director, Clinical Services
<b>Department:</b>	Special Education-SELPA (Special Education Local Plan Area)
<b>Reports To:</b>	Special Education Directors, Tri Valley SELPA

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### **SUMMARY**

Provide ongoing provision of mandated mental health service to eligible Special Education students. School based mental health services also include the development and coordination of a multi-disciplinary internship program as well as a coordination and collaboration with general education programs with the goal of improving all students' mental health and resiliency.

### **NATURE AND SCOPE**

The Assistant Director of Clinical Services oversees service delivery of Educationally-Related Mental Health Services to eligible Special Education students, including screening and assessment, individual, group and parent counseling, and coordination/consultation with Special Education Directors, program specialists, site administrators, and school psychologists representing member districts of the Tri-Valley SELPA.

The Director consults with Alameda County Behavioral Health Care Services as necessary to coordinate services to students requiring mental health day treatment or residential care. In addition, the Assistant Director is responsible for direct supervision and evaluation of licensed clinicians and interns.

### **DISTINGUISHING CHARACTERISTICS**

- Experience as a clinical coordinator / director overseeing the coordination and implementation of a full range of mental health services from prevention and assessment to school based and non public school programs (highly desired)
- Demonstrated success in the provision of mental health services to students and their families: completing assessments and providing individual, group and family therapy
- Highly motivated to design and integrate mental health services into school based programs to build student resiliency and effectively address mental health issues that impede student learning
- Experience in collecting data and maintaining record keeping systems for district billing practices for Medical programs
- Excellent written and oral presentation skills
- Demonstrated leadership, teaching, and consultation skills

### **ESSENTIAL TYPES OF DUTIES**

- Develop and design service delivery model, including referral and assessment procedures, eligibility criteria, levels of mental health support, and goals.

- Oversee ERMHS (Educationally Related Mental Health Services) assessments completed by licensed or credentialed school or clinical psychologists, including review of eligibility, service needs, diagnosis and mental health goals.
- Assign therapists to students eligible for ERMHS and oversee ongoing clinical work with students, families and staff at school sites SELPA counseling-enriched Special Day Classes.
- Maintain overall supervision of the SELPA counseling-enriched SDC's in regards to the program development, level systems, and the training and development needed for the staff.
- Clinical supervision and evaluation of licensed clinicians (LMFT or LCSW), clinicians in preparation for licensure (MFTI and ACSW), and recruitment/supervision of counseling/social work interns.
- Consult and provide direction for clinicians when dealing with crisis situations. Identify resources and supports available to schools, families and students.
- Participate in IEP meetings as needed and consult with school psychologists/program specialists to provide input and recommendations for students considered for ERMHS or currently receiving ERMHS, including proposed goals and services.
- Consult with counseling-enriched program staff (teacher, behaviorist, therapist and instructional assistant), as well as school psychologists and site administrators.
- Respond to questions, inquiries and complaints and clarify ERMHS goals and services to parents, students, teachers, site administrators and Special Education staff; provide assistance to educational staff through consultation, training and direct individual and group activities.
- Provide workshops and ongoing training opportunities to mental health clinicians and other school mental health professionals. Provide ongoing clinical supervision and consultation to ERMHS providers.
- Ensure ongoing documentation and monitoring of mental health service delivery, including weekly progress notes, child protective services referrals, incidence reports, ERMHS assessments and IEP goals/progress reports.
- Develop Clinical Services budget, and determine spending priorities.
- Other duties as assigned

## **QUALIFICATIONS**

Education: Masters or doctoral degree in a mental health field

Credentials: Pupil Personnel Services Credential in school counseling, social work or school psychology. Clinical licensure (LCSW, LMFT, or Licensed Psychologist through California Board of Psychology)

Administrative Services Credential or agreeable to enrolling in an approved program or passing appropriate exam to obtain credential

Minimum of five years' work experience in an educational setting

Minimum two years' experience providing clinical supervision. Must meet requirements to supervise MFT or social work interns.