

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION MENTAL HEALTH SPECIALIST

QUALIFICATIONS:

Bachelor's Degree from an accredited educational institution in Education or Psychology, Mental Health, Social Work or related area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of current mental health research, especially in the field of counseling. Basic understanding and knowledge of use of current technology in the field. Knowledge of varied learning styles and skill in using varied methods to counsel students with different learning styles. Knowledge and skill in crisis prevention, intervention and arbitration techniques. Knowledge of student referral procedures for special assistance. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to work effectively with students, peers, administrators, community agencies, parents and others.

REPORTS TO:

Principal

JOB GOAL

To provide mental health support and behavior intervention services to students, parents, and teachers so that students are able to reach their greatest physical, emotional, psychological and behavioral potential.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Provide small group behavior interventions/counseling, individual behaviors interventions/counseling and crisis counseling.
- *(2) Provide a safe, nurturing environment that stimulates academic, moral, and social growth.
- *(3) Assist the efforts of the school, special services and programs, and community resources in providing for the intellectual, psychological, physical and emotional needs of the students, particularly those with learning and/or behavior problems.

Mental Health Specialist

- *(4) Communicate clearly and effectively in both written and oral form with students, parents, and others.
- *(5) Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- *(6) Assist students in developing positive and realistic self-concepts and in adjusting effectively to the school environment.
- *(7) Maintain accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- *(8) Assist in enforcement of school rules, administrative regulation and Board policy.
- *(9) Implement a variety of counseling techniques to meet varying needs and learning styles of students.
- *(10) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- *(11) Assist students in developing effective communication skills, social skills, and interpersonal relationship skills.
- *(12) Coordinate referrals to community agencies such as the Mental Health Clinic, Human Services, etc.
- *(13) Assist parents, guardians and/or teachers in gaining knowledge, understanding and skills needed to respond to the needs of students.
- *(14) Provide input on the Child Study Team and assistance with the placement and plans for exceptional education students.
- *(15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Essential Performance Responsibilities*Job Description Supplement Code 10**