



Job Description

POSITION TITLE: Coordinator II, School Based Mental Health Specialist #6042
Special Education

SALARY PLACEMENT: Management Salary Schedule
Range 12

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Masters Degree in related area of service and possess applicable licensure (e.g. Marriage Family Therapist and/or Licensed Clinical Social Worker, Clinical Psychologist). Knowledge and experience of currently accepted treatment methodologies for students diagnosed with a mental health disorder. Experience working collaboratively with Local Education Agencies (LEA) and other educational affiliations (e.g. county offices of education).

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five year’s experience providing therapeutic treatment for students within a school based or clinical environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Conduct comprehensive assessments for and provide therapeutic licensed clinician services to special education students. Maintain collegial relations with county office of education administration, school district directors, school psychologists, teachers, and other related educational specialists. Possess leadership skills in conducting meetings/trainings. Ability to collaborate effectively with others. Knowledge of biological, behavioral and environmental aspects of emotional disturbances, mental health disabilities, intellectual disabilities and substance abuse. Knowledge of the scope and activities of public and private health and welfare agencies and other available community resources. Knowledge of the principles and techniques of mental health consultation, education and prevention within the community. Ability to operate a computer and knowledge of applicable software. Ability to be flexible based on program needs. Ability to follow policies and procedures. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of developmental disabilities and handicapping conditions. Knowledge of typical and atypical child development. Knowledge of education laws, codes and regulations. Knowledge of laws regarding child abuse reporting. Ability to work effectively with students, parents, a wide variety of professionals, and various community and educational agencies. Generate Microsoft word documents, Excel reports, and Power Point presentations. Ability to analyze program needs, analyze student performance, design appropriate interventions, and monitor student progress. Ability to develop and support student transitions into the full continuum of least restrictive environments.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management position and has four levels.

SUMMARY OF POSITION:

Under the direction of the Division Director for Special Education Programs and the School Based Mental Health Services Coordinator, this position will conduct comprehensive assessments and implement therapeutic services using current principles, techniques and trends in counseling, psychotherapy and various treatment modalities; for special education students within special day classes for students with Emotional Disturbances receiving services as part of an Individual Education Plan. Provide trainings and/or consultation to SELPA, School District or County program personnel; conduct home visits as needed, provide and attend professional development opportunities,

provide classroom strategy recommendations to teachers and other IEP team members, support students through transitions into the full continuum of placement options respective to least restrictive environments; maintain appropriate documentation, records, and reports. Understand and have the ability to work and interact with individuals from diverse cultural, socioeconomic, and ethnic backgrounds. Demonstrate excellent communication skills (oral and written) characterized by active listening and respectful interactions. Must follow Family Educational Rights and Privacy Act, confidentiality and mandated reporting practices, California Education and Business and Profession Code. Must collect data and participate in the program evaluation. Complete other related work as assigned.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively and consult/collaborate with SELPA, school districts, community organizations, government agencies, parents, students and/or staff.
2. Assess student needs for mental health as a related service.
3. Maintain confidentiality on issues concerning program and staff.
4. Participate as an active member of the IEP team in development of appropriate assessments, goal development, service determination and placement discussions.
5. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Prepare reports as needed for program.
13. Oversee and manage budgets.
14. Contribute to the development of printed materials including SELPA procedures and policies, newsletters, flyers, and brochures.
15. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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