



**SJCOE**  
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## Job Description

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**POSITION TITLE:** Coordinator II, School Based Mental Health Specialist #6193

**SALARY PLACEMENT:** Management Salary Schedule  
Range 12

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### **SUMMARY OF POSITION:**

Under the direction of San Joaquin County Office of Education (SJCOE) Senior Management and the Coordinator IV, School Based Mental Health Services, this position will conduct comprehensive assessments and implement therapeutic services using current principles, techniques and trends in counseling, psychotherapy and various treatment modalities; for students within San Joaquin County including special education students within special day classes for students with Emotional Disturbances receiving services as part of an Individual Education Plan (IEP). Provide trainings and/or consultation to SELPA/Special Education, School Districts 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 full continuum of educational placement options and 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.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Masters Degree in related area of service and possess applicable licensure (including, but not limited to: Marriage Family Therapist and/or Licensed Clinical Social Worker, Clinical Psychologist, Associate Clinical Social Worker, Registered Associate Marriage and Family Therapist, Licensed Professional Clinical Counselor (LPCC), Associate Professional Clinical Counselor (APCC), and be registered with the Board of Behavioral Sciences (BBS). Knowledge and experience of currently accepted treatment methodologies for students diagnosed with a mental health disorder. Experience working collaboratively Local Education Agencies (LEA) and other educational affiliations.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years' experience providing therapeutic treatment for students within a school based or clinical environment.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection
- DSM Mental Health disorders
- typical and atypical child development
- biological, behavioral, and environmental aspects of emotional disturbances, mental health disabilities, intellectual disabilities, and substance abuse
- the scope and activities of public and private health and welfare agencies and other available community resources
- principles and techniques of mental health consultation, education, and prevention within the community
- developmental disabilities and handicapping conditions
- education laws, codes, and regulations
- laws regarding child abuse reporting

Ability to:

- supervise, lead, and evaluate staff
- analyze program needs, analyze student performance, design appropriate interventions, and monitor student progress
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets
- develop and support student transitions into the full continuum of least restrictive and other educational environments
- conduct comprehensive assessments for and provide therapeutic clinician services to students in San Joaquin County
- work effectively with students, parents, a wide variety of professionals, and various community and educational agencies

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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

#### **DISTINGUISHING CHARACTERISTICS:**

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

#### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. 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.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Assess student needs for mental health issues as a related service.
14. Contribute to the development of printed materials including SJCOE procedures and policies, newsletters, flyers, and brochures.
15. Participate as an active member of the educational team in development of appropriate assessments, goal development, service determination and placement discussions.
16. 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 information into various software programs, 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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