



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Coordinator IV, School Based Mental Health Services #6192  
County Operated Schools and Programs (COSP)

**SALARY PLACEMENT:** Management Salary Schedule  
Range 14

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

Possess a Masters Degree in a mental health related field along with applicable licensure (e.g. LCSW, MFT, Clinical Psychologist). Knowledge and experience of currently accepted treatment methodologies for students diagnosed with a mental health disorder. Experience working collaboratively with educational affiliations

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

Five years work experience in mental health services in an educational environment, (school district, county office of education, SELPA) inclusive of staff development training to various stakeholders and a minimum of two years experience providing clinical supervision. Knowledge of Positive Behavior Intervention guidelines, assessment procedures, diagnostic criteria/best treatment practices for DSM disorders and registered with California Board of Behavioral Sciences. Knowledge and experience of currently accepted educational methodology for students diagnosed with a mental health disorder.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. 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. 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 DSM Mental Health disorders. 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. Ability to analyze program needs, analyze student performance, design appropriate individual programs, treatment plans and monitor student progress. Ability to develop and support student transitions into the full continuum of educational environments.

**DISTINGUISHING CHARACTERISTICS:**

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

**SUMMARY OF POSITION:**

Under the direction of County Operated Schools and Programs (COSP) Division Director, the COSP Coordinator IV School Based Mental Health Services Clinician, will oversee and supervise the COSP Coordinator II Mental Health Clinicians, will act as a consultant to mental health service providers/teachers, students and their families; participate as a member of the educational team to design and supervise implementation of programs using current principles, techniques and trends in counseling, psychotherapy and various treatment modalities; provide trainings and/or consultation to COSP or County personnel; support students through transitions into new educational environments;

maintain appropriate documentation, records, and reports. Provide clinical supervision to interns registered with the Board of Behavioral Sciences.

**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 time lines.
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 COSP 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 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.