

MANAGEMENT JOB DESCRIPTION

EARLY INTERVENTION PROGRAM SPECIALIST-MENTAL HEALTH

JOB SUMMARY:

Under the supervision of the Director of Early Education, assumes delegated responsibilities for student mental health services. Assists students with adjustment and behavior modification techniques that facilitate participation in a school setting. Teaches and models positive behavior management techniques and strategies to both children and families. Develops individualized treatment plan for families and observes, collects, and analyzes data pertaining to treatment plans across multiple settings. Maintains accurate data and documentation, and develops progress reports.

ESSENTIAL JOB FUNCTIONS:

- Coordinates program implementation.
- Trains and supervises program staff.
- Conducts intakes and determines treatment plans for students and families.
- Provides case management and oversight.
- Performs and supervises data collection and analysis.
- Writes comprehensive reports supported by program data.
- Provides parent education.
- Coordinates and facilitates adult support groups.
- Provides community outreach and conducts marketing and recruitment.
- Maintains confidentiality of all information related to students and families.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Education:**
Master's Degree in Counseling, Marriage and Family Therapy, Psychology, Social Work, or related field, including all courses needed to meet credential requirements.
- **Experience:**
Five years of successful experience in psychology, mental health, and/or behavior support in an educational setting. Experience in a leadership or supervisory role. Skilled in data collection and analysis. Experience designing and providing professional development and training.
- **Personal Qualities:**
Initiative, ability to provide leadership to new and experienced staff, and effective oral and written communication skills.

Ability to collaborate with school personnel, program providers, and community organizations to analyze issues and concerns and propose solutions; to establish and maintain effective organization, community, and public relationships; and to provide exemplary presentations.

EARLY INTERVENTION PROGRAM SPECIALIST-MENTAL HEALTH

Page 2

Appearance, grooming, and personality that establish a desirable example for students and their families. Ability to meet District standards for physical and mental health. Above average recommendations from current and past supervisors who have observed the personal characteristics and performance in working with students, families, and peers.

Willingness to participate in required training, which may include out-of-state travel.

Flexibility of schedule; may be required to work evenings.

Management Salary Schedule: Range J
BOARD APPROVED: 05/08/19
REVISION DATES: