

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

SUPERVISOR OF MENTAL HEALTH SERVICES

POSITION: Supervisor of Mental Health Services

REPORTS TO: Director of Student Services

LOCATION: Department of Student Services

NATURE OF WORK:

Under the direction of the Director of Student Services, this position is responsible for coordinating and evaluating various aspects of existing mental health services and referral procedures throughout St. Mary's County Public Schools (SMCPS). The supervisor will lead, plan, organize, and direct initiatives and services related to mental health for students and professional development of staff in working with students with mental health needs. This position will be the primary liaison between SMCPS and various health and human services organizations throughout the community. The Mental Health Services Coordinator will focus on proactive solutions to improve mental health services at all SMCPS sites. This position will evaluate programs, observe and evaluate mental health staff to support delivery of mental and behavioral health and wraparound services throughout SMCPS. The nature of this work requires a high level of confidentiality as well as the ability to communicate efficiently and effectively both orally and in written form.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Collaborates with the local health department, local Department of Social Services, and other mental health organizations for the delivery of mental health services to students
- Maintains knowledge and understanding of appropriate Board of Education policies and regulations as well as local, state, and federal laws
- Supervises assigned Student Services staff
- Completes observations, evaluations, and provides evaluative feedback of Student Services staff supporting mental and behavioral health
- Researches, analyzes, and submits grant requests for external funding for mental health and wrap around services
- Serves as a resource for relevant educational and/or psychological information and staff professional development
- Provides interventive, consultative, and follow-up services in a variety of situations as needed
- Engages in program management, evaluation, completion of reports to funding agencies, and fiscal management of each funded program
- Provides Clinical Supervision of School Social Work Team staff in accordance with the Maryland Department of Health and Maryland State Department of Education
- Interviews, orients, and assigns School Social Work Team members
- Coordinate District Crisis Support Team
- Coordinate mental health services within the school system for the delivery of behavioral health and wraparound services to students exhibiting behaviors of concern
- Develops and conducts professional development to enhance present and future programs in mental and behavioral health
- Provides evaluative feedback to School Social Work Team members throughout the course of the year
- Assists in the development and revision of student assessment and intervention policies and programs related to mental and behavioral health including Risk Assessment, Threat Assessment, and Trauma
- Assists with developing standards and procedures for student referral, evaluation, and mental health treatment
- Evaluates Student Services programs and staff to support the delivery of mental health and wraparound services
- Develops appropriate intervention and referral processes for students exhibiting significant but varying mental health challenges
- Coordinates with school representatives on a system of tiered mental health supports
- Develops referral processes to school-based mental health providers and community mental health providers
- Develops and leads a committee of local mental health service agencies to address identified mental health challenges within the school system
- Collaborates with the Department of Safety and Security and the Department of Student Services in the development of policy, regulations, crisis response protocols, practices, and trainings
- Participate as a member of County Individualized Education Program (IEP) Teams and other teams

- Participate in research projects, professional development planning, and continued educational experiences
- Participates in school system and community activities to inform the public of school mental health services and to facilitate community partnerships in education
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Master's Degree in mental health, psychology, counseling, or social work
- Five (5) years leadership experience in mental health, social services, or clinical counseling required
- Licensed Clinical Professional Counselor or Licensed Certified Social Worker - Clinical required

Preferred:

- Administrator I certification

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the SMASA salary schedule for twelve-month employees Range D.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated: 03.2025, 07.2025