MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Program Administrator, Wellness Programs
REPORTS TO:	Chief, Pupil Services & Special Education/SELPA or designee
DEPARTMENT:	Special Education
CLASSIFICATION:	Certificated
SALARY:	DMA Range 19, 205 days
BOARD APPROVED:	February 12, 2025

SUMMARY DEFINITION: The Program Administrator Wellness Programs oversees the daily operations of the Wellness programs and holds the over-arching vision of the District to provide students with special education and mental health services in the least restrictive setting in order to prepare them to be independent citizens in their local communities. The Program Administrator Wellness Programs works collaboratively and closely with the site administrators, school team, and instructional staff teams to ensure educational and mental health services are provided and documented in a way that demonstrates compliance with all county, state and federal regulations.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Facilitate and maintain relationships with other site and district administrators, county behavioral health, community-based organizations, juvenile justice system, community resources, and county agencies including probation, and California Department of Health Care Services (DHCS).-E
- Provide clinical group supervision and other individual/dyadic supervision as assigned. – E
- Provide clinical consultation to licensed clinicians. – E
- Serve as Designated Representative in IEP meetings
- Develop and implement new program models and service methods including evidenced-based practices to successfully address both the needs of the population served . – E
- Lead and monitor tiered behavioral system including incentives and recognition for students.
- Provide professional development to program staff in the areas of mental health, academic accommodations, intervention strategies, classroom management techniques, Positive Behavioral Intervention and Support (PBIS), IEP topics, and follow up on implementation of efficacy topics presented.
- Manage and analyze in-depth outcomes data and service delivery effectiveness in order to inform service provision and maintain adherence to the service model. . – E

- Provide direct services to support, guide, and triage intensive therapeutic needs in the milieu/classroom settings including support calls, crisis response, conflict mediations, family engagement, and reentry meetings from suspension and hospitalization.
- Provide parent-student conferencing as needed for intensive therapeutic and disciplinary intervention needs, in coordination with assigned ~~BHS~~ mental health service providers.
- Coordinate and provide incoming tours, orientation meetings and intakes for triaged/matriculating students.
- Orient, train, and support set-up of new hires to all necessary networks, site duties, and paperwork. . – E
- Provide oversight and supervision on all licensure status of of clinicians, clinical documentation and mental health paperwork: Review and sign off on all Utilization Review, Openings, Closings (ERMHS & Medi-Cal) for Medi-Cal paperwork. – E
- Manage BHS Caseloads and oversee case management needs.
- Participate in district and site Mental Health meetings, site support meetings, Social Work Specialist meetings, and County Behavioral Health meetings. - E

MINIMUM QUALIFICATIONS:

- Three (3) years experience providing mental health therapy services or counseling and guidance support in a California school district, county office of education, or county mental health authority with a school-age population.
- Two (2) years experience in Medi-Cal charting.
- Clinical supervision course required to provide clinical supervision.
- Strong writing, organizational, presentation and computer skills
- Ability to work as part of and facilitate the development of a multi-disciplinary team

SKILLS IN:

- Capacity to function as a clinical conduit with administrative staff, present clinically relevant material, and facilitate a consensus driven decision regarding discipline and program decisions.
- Strong capacity to think critically, assess shifting priorities, and manage time for meeting complex program and student needs.

ABILITY TO:

- Ability to forge professional, collaborative working relationships with all stakeholders
- Ability to blend clinical knowledge with school site behavioral and academic expectations.
- Ability to hold professional demeanor and professional boundaries with all staff adhering to professional code of ethics (NASW, CAMFT, BBS).

PHYSICAL ABILITIES:
Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; site or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

LICENSES AND CERTIFICATES:

- Master's degree in behavior analysis, human services, psychology, child and adolescent development, social work, or related field from an accredited college or university
- PPSC credential (School Psych, School Counseling or School Social Work)
- Valid California Board of Behavioral Sciences Examiners (BBSE) Licensed Clinical Social Worker (LCSW)
- Administrative Services Credential preferred
- Own vehicle, valid California driver's license, and insurability through MDUSD automobile policy

OTHER QUALIFICATIONS:
TB test clearance, fingerprinting clearance, and any other state/federal licensing or certification requirements

WORK YEAR/SALARY
"Professional Work Day."
205 days
Range 19
MDUSD Board Approved 2-12-2025