

541.9 - COMMUNITY MENTAL HEALTH COORDINATOR JOB DESCRIPTION

The function of the Community Mental Health Coordinator is to, within legal and professional standards, improve the quality and effectiveness of the district mission by delivering and coordinating mental health services to community members throughout the district, and to support families, teachers and school personnel in that mission as it relates to mental health issues.

QUALIFICATIONS:

Possess DPI licensure in at least one major education area (Special or Regular Education, Administration, Pupil Services) with a minimum of three years successful teaching experience therein; possess a valid Wisconsin driver's license.

REPORTS TO:

District Administrator

PERFORMANCE RESPONSIBILITIES:

- To serve as the case manager to select youth as the mental health service manager
 - Meet with youth as a mental health interventionist
 - Facilitate behavioral interventions with instructors and families in consultation and based on data and observation
 - Facilitate with community based mental health services in all aspects of services available and provided
- Provide general and specific training for District staff and other professionals working with students in the community, which is research and data based around mental health related topics and strategies
- Coordinate community nights that address issues within our community
- Coordinate with community based mental health providers
 - As these services relate to student mental health needs
 - As these services relate to professional development
 - Create Memorandum of Understanding (MOU) for Board approval
- Communicate clearly with administrative team, peers and families
- Involve and notify parents/guardians when individual counseling becomes necessary and when significant mental health issues are apparent (except when state or local law prohibits such notification).
- Report regularly to district administration, the School Board, and governmental, private, and community organizations and stakeholders regarding mental health issues and work in the District and community.
- Attend professional development opportunities related to mental health, community programs, social and emotional learning, and other relevant trainings
- Teach children in the district healthy coping skills by providing in-class instruction, which will also be offered to private schools in the district.
- Communicate financial needs to District Administrator and work on grant opportunities, including for the community, as available
- Attend regular team meetings as applicable, i.e., administrative meetings, I.E.P. meetings, staff meetings, etc.
- Create a calendar that provides equal opportunities for community members to schedule appointments.
- Coordinates the Community Closet and opens it up for community members when necessary.
- Perform other duties as assigned

FUNDING:

This position will be funded through Fund 80, the community service fund.
When applicable, grants will be applied for to help with the funding.

Approved: April 20, 2022

Revised: February 18, 2026