

## MENTAL HEALTH CLINICAL SUPERVISOR

### **JOB SUMMARY**

Under the general direction of the Director of Student Support Services , plans, coordinates, supervises, and assists with the evaluation of District mental health programs and services. Provides clinical and administrative supervision to Mental Health Associates, Mental Health Counseling Specialists, School Social Worker Specialists, and other assigned staff; coordinates crisis response and prevention services; may support development of special education counseling goals ; provides consultation to school administrators and staff; and ensures compliance with applicable laws, regulations, and professional standards.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Student Support Services or designee. Exercises clinical and administrative supervision over Mental Health Associates, Mental Health Counseling Specialists, School Social Worker Specialists, and other assigned personnel.

**EXAMPLES OF DUTIES**- Duties may include, but are not limited to, the following:

- Coordinates recruitment, screening, interviewing, selection, and onboarding of Mental Health Associates (MHAs), Mental Health Counseling Specialists (MHCSs), School Social Worker Specialists (SSWSs), and other assigned personnel.
- Support mental health grants and initiatives.
- Collaborates with Personnel Services to advertise vacancies, review applications, conduct interviews, and recommend candidates for employment.
- Determines and assigns school site placements for MHAs, MHCSs, and SSWSs based on student and program needs.
- Meet regularly with OCDE Mental Health Service Coordinator to coordinate resources and programs
- Coordinates school site orientation activities for newly hired staff.
- Ensures appropriate communication with Payroll, Personnel, Information Technology, and other departments regarding staffing changes, resignations, leaves, and separations.
- Provides individual, triadic, and group clinical supervision to Mental Health Associates and other assigned staff in accordance with Board of Behavioral Sciences (BBS) requirements.
- Reviews cases, treatment plans, counseling interventions, behavioral supports, and service delivery practices to ensure quality and compliance.
- Reviews and signs supervision logs, supervisory plans, experience verification forms, and other documentation required for professional licensure.
- Maintains supervision records and files required by licensing boards and regulatory agencies.
- Coordinates and conducts new employee orientation and ongoing professional development activities.
- Provides training in counseling practices, crisis response, behavior intervention, progress monitoring, documentation requirements, data collection, and District procedures.
- Coordinates staff training related to SEIS, PowerSchool, Paradigm, and other District systems.
- Reviews and authorizes counseling services and treatment documentation within designated electronic systems.
- Reviews, approves, and monitors Multi-Funded Reports and other compliance-related documentation.

- Monitors staff assignments, schedules, workloads, and service delivery to ensure compliance with District policies, funding requirements, and applicable laws.
- Assists with budget planning and staffing projections related to mental health programs and services.
- Collects, analyzes, and reports program data to support continuous improvement and compliance activities.
- Coordinates mental health staff support for crisis response, suicide risk assessments, threat assessments, and postvention activities.
- Consults regularly with school administrators, school psychologists, and multidisciplinary teams regarding student mental health needs and service delivery.
- Provides leadership and guidance during school and district crisis situations.
- Coordinates referrals to community mental health agencies and related support services.
- Conducts program evaluations, surveys, and needs assessments to support staffing and program planning.
- Collaborates with school administrators and stakeholders to assess service effectiveness and determine staffing allocations.
- Develops and delivers presentations, workshops, and trainings for staff, parents, and community partners.
- Prepares reports, recommendations, and program updates for District leadership.
- Develops, implements and modifies clinical treatment plans based on the progress and needs of students;
- Conducts clinical interviews, observations and surveys to gather information, and to assess and determine student needs and progress;
- Counsels providers that implement mental health supports that may be, individual and/or in-group sessions; to assist in the development of skills and strategies to address social emotional and behavioral needs;
- Counsels providers of individual, group and family therapy as it relates to the education of students;
- Creates, develops, plans and provides parent training and classes, and family counseling at school sites or in homes, to assist students with a range of psychological, emotional and behavioral problems, and as it relates to mental health services;
- Participates in the development of behavior support plans such as Positive Behavior Interventions and Support (PBIS);
- Provides clinical supervision and work activities (e.g., reviewing cases with staff, providing feedback and suggestions, modifying treatment plans, monitoring behavioral plans);
- Gathers information about community mental health resources and needs to refer students and/or family members to community resources or specialists;
- Obtains and utilizes resources to sustain student involvement with necessary programs and treatment plans by working closely with teachers and/or Case Managers;
- Participates in the coordination of mental health services for students in emergency/crisis situations;
- Meets and confers with families and other stakeholders in order to exchange necessary information related to mental health services and treatment plans;
- Plans, develops and conducts in-service trainings and mental health service-related workshops and courses, and provides technical assistance to staff;
- Prepares and conducts workshops and courses related to mental health issues;
- Communicates and collaborates with District personnel and family members as a means to effectively support students and strategies, both in-home and school setting, to optimize the overall program and progress of students;
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

**Education:** A Master's degree from an accredited college or university in Social Work, Marriage and Family Therapy, Counseling, Psychology, or a closely related field is required.

**Experience:** Five years of increasingly responsible experience providing mental health services to children and adolescents in educational, clinical, or community settings. Two years of experience providing clinical supervision of associate-level clinicians and program leadership responsibilities is desirable.

**Knowledge of:**

- Principles, practices, and techniques of mental health assessment, counseling, and treatment;
- Child and adolescent development and mental health disorders;
- Clinical supervision principles and requirements established by the Board of Behavioral Sciences;
- Crisis intervention, suicide prevention, risk assessment, and postvention practices;
- Special education laws, regulations, and procedures including IDEA and Section 504;
- Educationally Related Mental Health Services (ERMHS);
- Positive behavior interventions and supports and behavior intervention planning;
- Individualized Education Program (IEP) processes and procedures;
- Federal, state, and local laws governing student mental health services;
- Program development, implementation, and evaluation;
- Budget development and monitoring principles;
- Training and staff development techniques;
- Recordkeeping, data collection, and report preparation methods;
- Applicable computer software and student information systems.

**Ability to:**

- Plan, organize, coordinate, and evaluate comprehensive mental health programs;
- Provide effective clinical and administrative supervision;
- Interpret and apply applicable laws, regulations, policies, and procedures;
- Assess student mental health needs and recommend appropriate interventions;
- Coordinate services among schools, families, agencies, and community partners;
- Facilitate meetings and build consensus among diverse stakeholders;
- Effectively respond to crisis situations and provide leadership during emergencies;
- Analyze data and prepare comprehensive reports;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships;
- Exercise sound judgment and maintain confidentiality;
- Train, supervise, and evaluate assigned personnel;
- Manage multiple priorities and meet deadlines.

**License:**

- Possession and maintenance of a valid California License as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), or Clinical Psychologist is required.

**Special information:**

- Possession of a valid Class C California Driver's License and the ability to travel between job sites and different work locations (e.g., student homes) is required. Must maintain all continuing education and supervisor training requirements necessary to retain professional licensure and provide clinical supervision under California law.

**PHYSICAL STANDARDS**

*The work environment and physical demands of the position as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.*

**Work environment:** The incumbent works in both an office and classroom environment. The incumbent is in direct contact with school-aged children, adults and the public through telephone, electronic mail and in-person. The incumbent is required to effectively manage constant interruptions and crisis situations while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The incumbent may be at a higher level of exposure to infection from students. The noise level in the work environment is usually moderate.

**Physical environment:** Primary functions of the position require sufficient physical ability and mobility to work in an office or classroom environment as follows: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to see within normal visual range and hear within normal audio range with or without correction; to verbally communicate in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.*

Mental Health Clinical Supervisor Personnel Action	Personnel Action Date
Approved by the Personnel Commission	06/23/2026