

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **Job Description: Director, Social Emotional Support (Certificated Management)**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Instructional Services, directs all aspects of mental health and student support programs, identification of services designed to address needs, and facilitation of the delivery of services to students. Directs the planning, development, organization, management, direction, and implementation of all aspects of non-academic guidance services and Section 504 procedures.

#### **ESSENTIAL DUTIES:**

- Work with staff and District administrative personnel to identify needs and develop systems to ensure that students with mental health needs are provided appropriate services and support.
- Implement the District's mental health guidelines, ensuring compliance with federal and state regulations relevant to the identification and delivery of mental health related services.
- Serves as the District Section 504 coordinator for all district cases, including academic and social-emotional.
- Assist in the planning, organizing and implementation of regulations and procedures pertaining to mental health services and Section 504.
- Coordinate information regarding students' mental health needs.
- Coordinate the referral and assignment of staff appropriate to students' mental health needs.
- Plans, coordinates and facilitates regular job-alike meetings for District staff related to mental health or Section 504.
- Consults with and assists site-based 504 coordinators, psychologists, school nurses, regular class teachers, other designated specialized staff, administrators, and parents to address the educational needs of students eligible under Section 504.
- Supervises and evaluates assigned mental health services personnel.
- Consults with and assists Director, Assessment and Accountability and Director, Special Education.
- Coordinates Alcohol and Other Drug Steering Committee and related grant components and educational programs, including strategic planning, implementation of life skills curriculum, and parent education.

- Plan, coordinate and facilitate professional development workshops regarding the identification of mental health needs, Section 504, and planning and delivering services for guidance, psychological services and mental health staff.
- Provide consultation to District related services mental health or Section 504 staff relative to appropriate response to student needs.
- Remain current with developments in evidence-based responses to student needs related to mental health and Section 504.
- Prepare annual reports related to mental health related services and Section 504.
- Coordination of Mental Health services and Mental Health education
- Counsels students, parents and consults with staff to enhance access to services for family violence, suicide prevention, substance abuse and other related crisis issues
- Builds a personal knowledge of the mental health needs of schools and communities
- Evaluates students in relation to learning, behavioral and social/emotional needs
- Plans and supports implementation of school and/or system-wide programs to promote a safe, healthy, caring school climate that fosters academic success

#### **OTHER REPRESENTATIVE DUTIES:**

- Remain current with developments in law, legal opinions, and administrative matters related to the position.
- Perform other duties, as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Federal, state and local policies and regulations pertaining to mental health services and Section 504.
- Evidence-based mental health interventions.
- School-based interventions and programs.
- Curriculum supporting mental health interventions.
- District policies and procedures, goals and objectives, organization structure and functions.
- Education Code, Board Policies, Administrative Regulations and District operational policies and procedures; program evaluation; project planning.

##### **Ability to:**

- Communicate effectively in oral and written form, clearly and persuasively.
- Establish and maintain cooperative and effective working relationships with others.

- Organize, evaluate and analyze data and plan actions based on the data collected.
- Successfully handle multiple projects concurrently; ability to work as a team member.
- Conduct staff development and parent education.
- Meet schedules and timelines.

### **Personal Qualities:**

Appearance, grooming and personality which establish a desirable example for pupils and peers. Ability to meet District standards for physical or mental health.

Above average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

### **MINIMUM QUALIFICATIONS:**

#### **Education/ Experience:**

Master's Degree including all courses needed to meet credential requirements; five or more years of experience in school social work services, counseling, or psychological services. Experience identifying and working with students with mental health needs; site level administrative or leadership experience preferred.

#### **Certification/Licenses Required:**

- California Clear Pupil Personnel Services Credential authorizing services in School Social Work, School Psychology or School Counseling

- California Administrative Credential
- Licensure as LMFT, LCSW or Psychologist preferred.
- Valid California Motor Vehicle Operator's License

### **WORKING CONDITIONS:**

#### **Environment:**

- Indoor office and classroom environment.
- Moderate to loud noise levels.

#### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 15 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

#### **Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

#### **Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.

- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.

**Work Year:** 245 days

**Salary Range: Management Salary Schedule**