

JASPER CITY SCHOOLS**POSITION DESCRIPTION 2013**

TITLE: Mental Health Coordinator Assistant

QUALIFICATIONS: Must possess at least one of the following:

- Minimum bachelor's degree in Social Work, School or Agency Counseling, or Mental Health Related Field
- Previous clinical mental health experience or licensed in a mental health occupation including, but not limited to, a licensed professional counselor (LPC), marriage and family therapist (MFT), or licensed social worker (LSW)
- Bilingual preferred

REPORTS TO Mental Health Coordinator and Superintendent or Designee

JOB GOAL: The Mental Health Service Coordinator Assistant will help facilitate a comprehensive intervention and prevention program for students in grades kindergarten through twelfth grade. Promote a system-wide and community effort to help meet the social, emotional, and behavioral needs of students. Work with the coordinator to target appropriate intervention.

EXPECTED WORKDAY: 8 Hours

FSLA: Exempt

PERFORMANCE RESPONSIBILITIES

1. Maintain accurate and complete records to ensure data-informed implementation of appropriate services.
2. Serve on multidisciplinary teams to address needs of students.
3. Provide consultation and professional learning to school system stakeholders on broad areas of mental health and wellness related issues.
4. Assist with the coordination of effective intervention strategies and practices for students.
5. Determine the social, emotional, and behavioral needs of students.
6. Abide by the Alabama Professional Educator Code of Ethics, in addition to those required by his or her professional specialty area.
7. Consults with parents regarding ways they can assist students in becoming successful in and out of school.
8. Assist schools in the prevention, intervention, and post-intervention of traumatizing events such as grief and/or suicide.
9. Assist in the coordinating of crisis intervention services as needed.
10. Utilize community resources to effectively serve family and student needs.
11. Assist schools in planning programs that prevent, reduce, or alleviate situations that interfere with the learning process of students.
12. Serve as a liaison between school personnel, families and community agencies.
13. Other duties as assigned by principal, supervisor, or superintendent.
14. Attendance is an essential function of the job

TERMS OF EMPLOYMENT: 10 Month Contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signature: _____ Date: _____

Approved by Human Resource Director: _____ Date: _____