Tigard Tualatin School District 23J

Job Description

Work Year: 260/261
Job Group: Confidential/Manager
FLSA Status: Exempt
Salary: Column I

JOB TITLE: Mental Health and Wellness Coordinator **REPORTS TO:** Director of Student Services

GENERAL DUTIES SUMMARY:

The Mental Health and Wellness Coordinator provides culturally and community-responsive mental health services, centering the needs of marginalized students through an equity lens. This role engages with diverse stakeholders—including BIPOC, LGBTQ2SIA+, and Tribal governments—to address challenges such as suicide prevention and victims of hate or violence. The Coordinator aligns health and wellness services with district systems to ensure students receive the advocacy, therapy, and social-emotional support necessary for school success.

SUPERVISORY RESPONSIBILITIES:

Support, supervise, and evaluate staff within the department. Responsibilities include providing direction and coordination for mental health services, alcohol and drug counseling, and the district flight team.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Develop a framework for district health and wellness services in collaboration with stakeholders and partners, identifying clear, measurable outcomes.
- Coordinate planning for mental health services, including prevention and direct services, across district departments and school administrators.
- Collaborate with counselors, family advocates, and School-Based Health Centers to align mental health services with district programs.
- Partner with school teams to provide meaningful engagement for the voices and choices of students from marginalized communities, including youth of color, LGBTQIA2S+, and youth navigating poverty or homelessness.
- Evaluate the effectiveness of current mental health services and maintain an overview of referral patterns to identify capacity needs.
- Align and integrate health and wellness services into existing school systems, such as Multi-Tiered Systems of Support (MTSS) and Basic Needs teams.
- Provide technical assistance to implement or improve suicide prevention plans and ensure the provision of suicide prevention curriculum in schools.

- Offer guidance on evidence-based, trauma-informed, and equity-centered principles for school suicide prevention, intervention, and postvention response.
- Ensure all services are culturally responsive and meet the needs of diverse populations by working with various organizations and communities.
- Maintain appropriate case procedures to meet FERPA and HIPAA requirements for both district and contractor records.
- Coordinate substance abuse screening and intervention services in alignment with district equity goals and family needs.
- Manage service agreements, contracts, grants, and department budgets.
- Connect faculty and staff to community resources that promote mental and emotional wellness.
- Lead the district flight team and provide crisis response support.
- Co-lead professional development for counselors and support the mental health aspects of the counseling framework.

Marginal Duties and Responsibilities:

- Perform other duties as assigned by the Director of Student Services.

QUALIFICATIONS:

Minimum:

- Strategic Planning: Skill in developing district-wide frameworks with clear, measurable outcomes and identifying areas where service capacity needs to be expanded.
- Specialized Knowledge: Extensive knowledge of mental health, trauma-informed practices, and culturally responsive service implementation.
- Initiative: Demonstrated experience leading district-wide initiatives and evaluating programs.
- Marginalized Community Advocacy: A deep commitment to centering the voices and choices of students of color, LGBTQIA2S+ youth, and those navigating poverty or homelessness.
- Stakeholder Engagement: Ability to collaborate effectively with diverse community partners, including Tribal governments and BIPOC communities, to address health disparities.
- Communication: Excellent written and oral communication skills.
- Collaborative Coaching: Knowledge and skills in professional learning, training, coaching, and team facilitation to support district counselors and staff.
- Interpersonal Relationship: Strong ability to work with individuals, teams, and diverse groups.
- Emotional Resilience: Ability to maintain professional composure and provide leadership during high-stress crises, such as district flight team activations.
- Problem Solving: Ability to solve practical problems and deal with a variety of concrete variables in situations with limited standardization.
- Technology Skills: Proficiency in data collection, analysis, and the use of data for decision-making.
- Productivity: Ability to manage multiple tasks and extensive stakeholder coordination.
- Confidentiality and Ethics: Strict adherence to FERPA and HIPAA requirements to ensure student and family privacy across both district and contractor records.
- Fiscal Responsibility: Proficiency in managing service agreements, contracts, grants, and department budgets.

Preferred:

- Intervention Expertise: Knowledge of Multi-tiered Instruction (MTSS) and how data teams utilize data for school improvement.

EDUCATION and EXPERIENCE:

Candidates must hold an Oregon Administrative license, Teaching license, or School Psychologist license, or possess a Master's degree in a mental health-related field (Social Work, Counseling, Marriage and Family Therapy) or a Doctorate in Psychology.

WORKING CONDITIONS:

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.

- The employee is regularly required to talk and hear, and frequently required to stand, walk, and sit.
- The role involves reaching, stooping, and kneeling, with the requirement to frequently lift up to 10 pounds and occasionally up to 25 pounds.
- Specific vision abilities required include close and distance vision, depth perception, and focus adjustment.
- The majority of the workday is spent indoors in a moderate noise environment with occasional exposure to outside weather conditions.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and the Manager-Confidential Employee Agreement.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____