



Position Title: **Mental Health Supervisor**

Department: Student Services

Reports To: Director of Student Services

SUMMARY: The purpose of this position is to provide leadership, development and implementation of a comprehensive mental health system district-wide which addresses the behavioral/social needs and emotional well-being of students and their families through collaboration of school staff and behavioral health agencies. The mental health coordinator provides leadership, advocacy and collaboration at the school, district and community level to ensure the development and implemental and evaluation of comprehensive mental health programs that benefit all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Aligns the mental health system with the district' vision and mission. Plans, organizes, coordinates, and directs the mental health programs and services throughout the district.
2. Guides and supports district school counseling programs and identifies areas of need
3. Acts as mentor to new school counseling hires and as clinical supervisor according to program needs
4. Oversees the risk/suicide and school threat assessment procedures
5. Assesses, de-escalates and refers crisis situations:
 - A. Suicidal ideation, homicidal ideation, at risk behavior
 - B. Acts as lead on School Level 1 Threat assessments
 - C. Represents district on county level 2 threat assessment team
6. Represents the School District at local, regional, state, and community meetings and acts as liaison between district and relevant community organizations
7. Acts as Foster Care point of Contact: coordinates communication and transportation between DHS and schools throughout the district
8. Coordinates relevant professional development training for staff, parents, and community
9. Provides individual counseling services to student's on Individualized Educational plans and collaborates/consults with academic staff/case managers
10. Coordinates, conducts, or participates in a variety of meetings, staff development, committees, trainings, workshops, and/or conferences
11. Participates in the collection of mental health information and student outcomes data to be used for monitoring the overall performance and effectiveness of services provided

12. Researches, identifies, and develops plans for providing evidence-based mental health services supports to families, students, teachers, principals, and other instructional leaders
13. Maintains confidentiality of student information as required by all applicable laws
14. Adheres to ethical practices of the state and national counseling associations
15. Follows applicable standards, policies, protocols and procedures of the school and district
16. Participates in an annual review of the district's comprehensive school counseling program and offers recommendation for improvement
17. Works proactively with students to remove personal and social barriers to learning
18. Corresponds with district staff and stakeholders including via email/phone
19. May be asked to translate, if applicable
20. Maintains regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Assist with evaluation of counseling staff under direction of Director of Student Services.

QUALIFICATION REQUIREMENTS:

1. Elementary(K-6): Valid Counseling License from Oregon Teacher Standards and Practices or approval by Oregon Department of Education as a Child Development Specialist
2. Secondary(7-12): Valid Counseling License from Oregon Teacher Standards and Practices
3. Thorough knowledge of the Comprehensive School Counseling Program (CSCP) Framework
4. Knowledge of growth and developmental stages of children
5. Ability to work effectively as part of a team or independently with staff, students, and parents
6. Ability to use a computer and other technological equipment
7. Excellent oral and written communication skills with the ability to speak effectively to large and small groups
8. Excellent human relations skills with the ability to establish good relationships with diverse individuals and groups
9. Ability to manage a wide variety of guidance information
10. Problem solving skills & knowledge of problem solving methodology
11. Ability to maintain and verify completeness of records

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

REASONING ABILITY: Ability to apply commonsense understanding to carry out

detailed and basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: 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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and audio visual carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date