

Physical Abilities:

- Bending at the waist, kneeling, or crouching to assist students.
- Hearing and speaking to exchange information and facilitate presentations.
- Lifting books, materials, and equipment to execute lessons and presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read, prepare, review a variety of activities and monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other bodily fluids.
- Potential exposure to physical injury from aggressive behavior.

## **Mental Health and Wellness Coordinator**

### **PRIMARY FUNCTION:**

Under the immediate supervision of the Director of Student Supports, the Mental Health and Wellness Coordinator is responsible for coordinating mental health and wellness services and prevention efforts, as well as overseeing comprehensive supports for children with mental health challenges, chronic stress, and trauma. Acts as liaison, consultant, organizer, and key team member with the schools, district, and the community in the integration of services, procedures, and protocols to support children and their families with mental health and wellness needs.

### **Professional Responsibilities**

- Maintain an improvement focus.
- Demonstrate strong communication skills
- Use sound judgment and display willingness to make decisions.
- Serve as a strategic thinker to achieve organizational goals.
- Provide leadership that creates a clear, compelling vision.
- Serve as a collaborative member of the organization to help shape and drive initiatives

### **ESSENTIAL FUNCTIONS:**

- Coordinate, support, and oversee District mental health and wellness programs
- Develop systems, processes, and provide a vision that is congruent with the department and organization's initiatives related to SEL, Wellness, School Based Mental Health that are sustainable over time.
- Assist the District and schools in identifying gaps in mental health services.
- Gather necessary data and reporting to ensure for accurate outcome based program evaluation
- Coordinate prevention activities with District and community teams focused on engagement and empowerment of students and families.
- Support School teams and Clinicians in developing pre-referral strategies in response to student's behavioral and social emotional needs within their least restrictive environments.
- Support students, families, and schools by coordinating with counseling agencies, caseworkers, probation officers, community and support services, etc. Work with other agencies to share information and coordinate services
- Advise and support administrative staff and education teams regarding appropriate referrals for SEL, Tier 1 and Tier 2 School Based Mental Health Services.

- Assist teams in developing appropriate social-emotional goals and objectives, and progress monitoring.
- Collaborate with other educational and community agencies to implement effective service plans for students.
- Provide in-service training to parents, community agencies, student groups and educational staff members, addressing the promotion of positive mental health principles related to educational success.
- Provide clinical supervision and training to school based mental health clinical staff.
- Monitor compliance of Grant rules, regulations and reporting requirements.
- Coordinate grants and compile reports related to mental health, SEL, trauma, etc.
- Develop, provide, and coordinate professional learning opportunities related to mental health awareness, trauma informed practices, as well as others as determined by needs assessment.
- Perform other duties as assigned.

### **QUALIFICATION STANDARDS:**

Ability - Above average recommendations from administrative supervisors and other professionals who have observed the candidate's personal characteristics, scholastic attainment, performance, and ability to communicate effectively.

### **EXPERIENCE/CREDENTIALS:**

- Valid California Pupil Personnel Services credential with a School Psychologist, School Counselor or School Social Worker authorization required.
- Master's Degree required.
- Administrative Credential Required.
- Possession of a valid California driver's license and vehicle insurance.
- Five years successful experience in psychology, mental health, and/or behavior support in an educational setting.
- Experience in a leadership or supervisory role
- Demonstrated counseling skills in a variety of settings.

### **KNOWLEDGE AND ABILITIES:**

- Knowledge of school based mental health programs, universal screeners, MTSS, SEL Trauma Informed practices, evidence-based practices from birth to adult.
- Current on acceptable behavior strategies including positive behavior and best practices.
- Demonstrated knowledge of effective management and conflict resolution strategies.