

**TITLE:****Mental Health Coordinator** (Instructional)

FLSA: Exempt

**QUALIFICATIONS:**

1. Specialist or higher degree with a major in school psychology preferred; at a minimum must have a Master's Degree in Psychology or closely related mental health field.
2. Hold or be eligible for FL Certification as a school psychologist, certified school counselor or school social worker or hold a State of FL licensure as a Mental Health Professional.
3. Successful experience as a school psychologist preferred; Mental Health field experience, especially with student-aged children required.
4. Experience in supervising direct reports in the mental health field.
5. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.
6. Must have a valid driver's license

**REPORT TO:****Assistant Superintendent****JOB GOAL:**

To ensure comprehensive mental health services are provided to students through the development and implementation of mental health plans, policies and procedures. Coordinate, supervise and collaborate with direct reports.

**PERFORMANCE RESPONSIBILITIES:****\*Essential Performance Responsibilities**

- \* 1. Serve as the district's primary point of contact regarding the districts coordination, communication and implementation of student mental health policies, procedures, responsibilities and reporting.
- \* 2. Coordinate with the Office of Safe Schools, pursuant to FSS 1001.212.
- \* 3. Maintain records and reports regarding student mental health as it relates to school safety and this mental health assistance allocation under FSS 1011.62(14).
- \* 4. Facilitate the implementation of school district policies relating to the respective duties and responsibilities of the school district, the superintendent and the district school principals.
- \* 5. Coordinate with the school safety specialist on the staffing and training of threat assessment teams and facilitating referrals to mental health services, as appropriate, for students and their families.
- \* 6. Coordinate with the school safety specialist on the training and resources for students and school district staff relating to youth mental health awareness and assistance.
- \* 7. Annually review and edit the district's policies and procedures related to student mental health for compliance with state law and alignment with current best practices and make recommendations, as needed, for amending such policies and procedures to the superintendent and the district school board.
- \* 8. Supervise and assign caseloads to other mental health staff members as required.
- \* 9. Establish working relationships with mental health community partners and stakeholders.
- \* 10. Attend school based threat assessment team and mental health problem solving team meetings in coordination with the school safety specialist.
- \* 11. Maintain and monitor all district and state required databases for threat assessment, Baker Act from school and home, etc.
- \* 12. Work flexible hours as needed and assigned by the supervisor to meet the needs of at-risk students.
- \* 13. Conduct informal or formal observations of at-risk students.
- \* 14. Conduct mental health risk assessments and formulate recommendations for high threat cases.
- \* 15. Facilitate the services provided from community action teams and multi-agency networks.
- \* 16. Attend regional and state meetings related to mental health, threat assessments team and other appropriate professional development opportunities.
- \* 17. Maintain professional licensure or certification appropriate for this position.
- \* 18. Facilitate the district threat assessment team meetings.
- 19. Perform other tasks and assume other responsibilities as the Superintendent or supervisor may assign.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move 10 pounds and frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board' policy on evaluations of personnel.