

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

COORDINATOR, MENTAL HEALTH SERVICES

DEFINITION

Under the supervision of the Executive Director, Integrated Support Services, coordinate all aspects of identification of student health needs, identification of services designed to address needs, and facilitation of the delivery of services to students.

EXAMPLES OF DUTIES

- Work with staff members and District administrative personnel to identify needs and develop plans to ensure that students with mental health needs are provided appropriate services and support.
- Implement the District's mental health guidelines, ensuring compliance with federal and state regulations relevant to the identification and delivery of IEP mental health related services.
- Assist in the planning, organizing and implementation of regulations and procedures pertaining to special education related services involving mental health.
- Coordinate information regarding identified students' mental health needs.
- Coordinate the referral and assignment of staff appropriate to special education students' mental health needs.
- Coordinate services to support students attending non-public schools and residential treatment centers.
- Coordinate the referral of students identified as having intensive mental health needs to appropriate services.
- Plan, coordinate and facilitate regular job-alike meetings for District staff.
- Supervise and evaluate assigned mental health services personnel.
- Plan, coordinate and facilitate professional learning regarding the identification of students with mental health needs
- Plan and deliver professional learning for psychological services, mental health staff, and appropriate support staff.
- Provide consultation to District related services mental health staff relative to appropriate response to student needs.
- Remain current with developments in evidence-based responses to student needs related to mental health.
- Prepare annual reports related to special education mental health related services.
- Remain current with developments in law, legal opinions, and administrative matters related to the position.
- Perform other duties, as assigned.

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QUALIFICATIONS

Knowledge of:

Federal, state and local policies and regulations pertaining to IEP related services; evidence-based mental health interventions; school-based mental health interventions and programs; curriculum supporting mental health interventions; District policies and procedures, goals and objectives, organization structure and functions; Education Code, Board Policies, Administrative Regulations and District operational policies and procedures; program evaluation; project planning.

Ability to:

Plan, organize, and oversee a range of mental health services for special education students; work collaboratively in multi-disciplinary teams; effectively communicate therapeutic and IEP goals to parents, teachers, and other program staff; communicate effectively orally and in writing; work independently; establish general schedules and priorities; establish and maintain effective relationships with those contacted in the course of work; comply with the District's customer service standards, as outlined in Board Policy; work effectively with all ethnic, racial and socioeconomic groups and individuals.

Education:

The equivalent to or the completion of an earned Master of Arts or higher degree from an accredited college or university in Educational Psychology, Counseling, or closely related field.

Experience:

At least 3 years of successful teacher, school counselor or school psychologist experience; experience identifying and working with students with mental health needs; site level administrative or leadership experience preferred.

Certification Requirement:

Possession of a valid Administrative Services Credential. Possession of a valid Pupil Personnel Services credential. Licensure as LMFT, LCSW or Psychologist preferred.