

Sacramento County Office of Education Job Description

Classification Title: Program Specialist, Mental Health

DEFINITION

Under supervision, provides expertise and assistance in programming and instruction of individuals with exceptional needs related to educationally related mental health services. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; however, trains and provides direction to staff regarding educationally related mental health services.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Individualized Education Program Process

Attends and serves as a member, or as a designated IEP chairperson, to determine the eligibility of a student for special education services; assists in the development of IEP instructional goals/objectives; assists in identifying other related services for the student; assists in facilitating student placement into special education programs and determination of educationally related mental health services.

Training/Consultation

Plans programs and services with instructional staff members; coordinates mental health and curricular resources; evaluates effectiveness of programs for individuals with exceptional needs; participates in staff development, program development, and innovation of special methods and approaches in educationally related mental health services; provides coordination, consultation, and program development with all related services in special education.

Interpersonal Relations/Communications

Maintains cooperative working relationships with parents, staff, and other school personnel; serves as a resource and liaison with other agencies and community services and organizations; maintains effective and timely written and oral communications with parents, staff, other school personnel, and community agencies and organizations.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a California special education credential, clinical services credential, health services credential, or a school psychologist authorization, and has had a minimum of three years of experience in special education programs.

Knowledge of:

Principles and techniques of individualized instruction and behavioral management; current trends in methods for providing educationally related mental health services to individuals with exceptional needs.

Skill and Ability to:

Establish and maintain a program of instruction and learning for exceptional individuals; consider and analyze data and alternatives and take appropriate action; develop and maintain effective working relationships with individuals and groups; communicate effectively in both oral and written form.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with

mileage reimbursed; and willingness to travel within the state as required.

6/2014