

Sacramento County Office of Education Job Description

Classification Title: Director, School-Based Mental Health and Wellness

DEFINITION

Under general direction plans, organizes, supervises and coordinates the management of school-based mental health and wellness services; develops and integrates comprehensive and effective continuum of related services provided to students and families throughout Sacramento County; coordinates activities with other departments, districts, outside agencies, and the public; maintains effective communication and collaboration with program and policy level personnel in schools, districts, county and state educational agencies, as well as other local and state agencies; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

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.)

Plans, develops, monitors, evaluates, and administers programs and projects related to providing a continuum of school-based mental health and wellness services countywide; develops, in collaboration with other SCOE departments, trainings, program manuals, procedures and protocols for school based mental health and wellness staff; facilitates collaborative opportunities between county-wide agencies, LEAs, service providers; develops, facilitates, and manages relationships with collaborating agencies and institutions of higher learning; identifies and fosters connections between available resources and programs to best serve student needs; secures grants, state, and federal funding to insure adequate and appropriate fiscal support for programs; assists in the development of program policies and procedures and oversees implementation and compliance; administers and monitors program budgets; prepares, maintains, reviews, and submits program and financial reports; maintains and ensures the security of program files and records; maintains staffing to ensure program objectives are achieved within budget; assists in the recruitment, selection, placement, supervision and evaluation of department personnel; provides leadership for program administrators and site based clinicians; promotes the development and implementation of an early identification system to meet student needs and connect families with available school and community-based resources; meets regularly and works collaboratively with district administrators, school site personnel, and appropriate county and state educational representatives, as well as representatives from other state and local agencies; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching or pupil personnel services credential and Administrative Services Credential, or meets the qualifications to obtain one; Master's Degree from an accredited institution in a related field desirable; successful administrative experience at district, county or state level; demonstrated successful experience in the development, administration, and monitoring of intervention, prevention or similar programs and a minimum of two years of successful administrative experience including the supervision of personnel; demonstrated experience in building and leading a team providing direct service.

Knowledge of:

Techniques and practices of effective supervision and administration; Federal and State laws, policies, procedures and practices related to school-based mental health programs and services; special education programs and the IEP process; mental health related community and state resources; behavioral change theories and practices including early intervention positive behavior supports; tiered intervention practices; brief counseling techniques and crisis intervention; effective staff development methods; behavioral and education based mental health needs of students; methods of effective supervision including personnel selection, training, observation, assessment and evaluation; current issues and legislation related to intervention and prevention; effective curriculum and programs related to behavioral and mental health; state and local agencies and organizations participating in related activities and programs; local, state, and federal resources and requirements related to the provision of mental and behavioral health education programs and services; program development and design, needs assessment, research methodology, and program evaluation; funding, budget development and management; effective communication and collaboration methods and strategies.

Skill and Ability to:

Plan, develop, implement, monitor and evaluate a countywide program to provide and integrate direct mental health and wellness services at school sites through a continuum of care model utilizing a multi-tiered system of supports perspective; prepare and maintain a budget and exercise proper budgetary control measures; develop measurable goals and objectives; set priorities and timelines, monitor expenditures, and evaluate projects and programs; make decisions on a variety of program, clinical, and technical matters; advise and assist school districts with mental and behavioral health programs and initiatives; establish and maintain a professional and effective working environment; select, train, supervise and evaluate staff; plan, organize, and assign work priorities; comprehend, interpret and implement laws, rules, policies, regulations and guidelines related to the work of the department; present ideas and concepts clearly and concisely; research, acquire and evaluate appropriate data for effective problem solving and decision making; develop and maintain positive working relationships; collaborate effectively with individuals and groups; communicate effectively in both verbal and written form; prepare correspondence and reports.

Other Characteristics

Possess a valid California driver's license; provide own transportation and willingness to travel as needed.

3/2020