



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SCHOOL BASED MENTAL HEALTH & WELLNESS COORDINATOR

DEFINITION:

Under the direction of the Assistant Superintendent, this position is responsible to provide assessment, psychological related services, coordination of services across continuums, case management to students eligible for School Based Mental Health Services consultation to school staff, community agencies and community liaison teams. This position will also be responsible for coordinating duties and monitoring of outside grants related to school based mental health and social emotional wellness, such as Mental Health Student Services Act (MHSSA). This position is grant funded and will conclude at the end of the grant cycle or if funds are no longer available.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

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

- Support the implementation of Social Emotional Learning (SEL) and positive behavioral interventions.
- 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.
- Advise and support administrative staff and education teams regarding appropriate referrals for SEL, Tier 1 and Tier 2 School Based Mental Health (SCBMH) Services.
- Prepare and review universal screeners, observations, and assessment reports with an emphasis on social-emotional factors influencing the student's educational progress to determine the appropriate level of service.
- Provide a variety of psychological and school based mental health services to identified students in all age ranges (early childhood to early adult).
- Participate and facilitate a variety of meetings including case reviews, multi-agency staffing and other related meetings.
- 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.
- Travel from site to site and/or perform necessary home visits to provide direct treatment, program monitoring and collaboration.
- Provide coordination and case management for students as needed.
- Monitor compliance of Grant rules, regulations and reporting requirements.
- Provide leader and coordination of all tiers of Social Emotional and Behavioral Learning and Interventions to LEAs.
- Develop, provide, and coordinate professional learning opportunities related to mental health awareness, trauma informed practices, as well as others as determined by needs assessment.
- Coordinate grants and compile reports related to mental health, SEL, trauma, etc.
- Chair Governance Council of any grants related to SEL and/or SCBMH and provide leadership to the districts and LEAs in the county.
- Oversee and manage budgets allocated by state and federal grants.
- 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.
- Drive frequently for department business.



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- Perform other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education training and experience (some examples listed below) which demonstrate the ability to perform the duties and responsibilities as described above.

- Valid California Pupil Personnel Services credential with a School Psychologist authorization required. LMFT/MSW may be considered.
- Master's Degree required.
- Experience working with students in an educational setting.
- Experience working with psychological service programs and methods in an educational setting.
- Demonstrated successful consultation, communication and leadership skills.
- Demonstrated psychological assessment and report writing skills.
- Demonstrated counseling skills in a variety of settings.
- Possession of a valid California driver's license and vehicle insurance.

KNOWLEDGE OF:

- Knowledge of school based mental health programs, universal screeners, MTSS, SEL, Trauma Informed practices, evidence-based practices from birth to adult.
- Principles and techniques of psychological assessment, psychological consultation and service delivery models at all tiers of education.
- Current acceptable behavior strategies including positive behavior and best practices.
- Effective management and conflict resolution strategies.
- Developmentally appropriate therapy methods appropriate to meet the needs of students experiencing educational difficulty in all age ranges (early childhood to early adult).
- Resources available to students and their families.
- Laws and regulations that govern California Education code and grant management.
- Effective coordination of services and programs available, including community partners and agencies.
- State funding allocation methods such as federal and state funding and other related grants.

ABILITY TO:

- Maintain confidentiality.
- Plan and implement effective programs, including staff and parent training, within established budget constraints.
- Recruit and supervise interns from a variety of school based mental health modalities, creating sustainable access to interns.
- Coordinate with partner agencies on the outcomes outlined within state and federal grants (Districts/LEAs, CDE, County and State Departments of Public Health, Other community partners and organizations).
- Analyze complex situations and prepare appropriate response alternatives for consideration by decision-making groups.
- Effectively supervise and evaluate staff in a variety of education settings.
- Work as part of a multidisciplinary support team but also independently as needed.
- Communicate effectively in oral and written form with staff, parents, district personnel and outside agencies to ensure the coordination of services and programs to children with identified needs.
- Provide guidance and support for districts in the implementation and oversight of a continuum of school based mental health and wellness programs
- Maintain clear and accurate records and meet established timelines.
- Establish and maintain effective relationships with those contacted in the course of work and local community partners.



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Official: MB
Effective: 01/26/2021

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting, standing and walking frequently.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: January 26, 2021 Revised: _____

APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: January 26, 2021