

**DISTRICT COORDINATOR
(MENTAL HEALTH - SPECIAL EDUCATION)**

DEFINITION:

Under the direction of the Director of Special Education to coordinate District Mental Health Service and assist in the planning, organization, development and implementation of the educationally-related mental health services program for students eligible for special education. This position also supervises, evaluates, and formulates department priorities and recommends strategies for effective program operation in addition to implementing District, State, and Federal Special Education policies and procedures; provide support in the planning, implementation, supervision, and coordination of District special education programs.

ESSENTIAL QUALITIES AND RESPONSIBILITIES:

- Coordinate and implement the District's Special Education programs to ensure the provision of a free and appropriate education (FAPE) for students with disabilities and access to mental health supports to general education students.
- Oversee the design, implementation and evaluation of a professional development program that addresses identified needs in all areas of responsibility; collaborate with other District departments to develop and coordinate professional development goals and efforts in the area of mental health and student wellness.
- Supervision of assigned Related Service Providers and Mental Health Staff.
- Assist with litigation and compliance complaints for students with disabilities under IDEA and assist with provision of consult on ADA and Section 504 litigation.
- Assist in the recruitment, selection and assignment of Special Education and Mental Health personnel to the school sites in collaboration with Human Resources, Student Services, and Site Administrators.
- Assist with the coordination and serve as a liaison between Special Education and Student Services.
- Foster collaboration and communication among Special Education staff and services; promote integration with the general education program of all Special Education programs; and support District-wide goals.
- Administer the operations of the educationally-related mental health program; develop, implement and monitor work plans to achieve IEP goals and objectives; Develop, implement, and evaluate the educationally-related mental health program.
- Supervise and train behavior intervention counselors/mental health practitioners and monitor and evaluate providers' assessments and goals for the students.
- Oversee and direct counseling activities for assigned school sites; oversee and direct the preparation of assessments, individual therapy plans and case management plans for referred students; establish a system for tracking progress made by students and participates as a team member in IEP meetings.
- Work in collaboration with multiple districts, city county and private agencies in a school-based, and school-linked integration model.
- May provide individual, group and family therapy services; conduct interviews, assessments and observations; participate in special assessments, individual therapy plans, and other meetings; refer students to other agencies; maintains log of incoming referrals, case openings and closing and case dispositions.
- Oversee and ensure maintenance of student counseling files and case management files and records; maintain log of incoming referrals, case openings and closings and case dispositions,

- oversee maintenance of and audit detailed documentation for clinical charts.
- Oversee the submission of documents for eligible individuals to Medi-Cal billing program; submit evaluations of programs as required.
- Coordinate and participate in the case management of Residential Treatment Center and Non-public School placements.
- Provide oversight to District's Therapeutic Behavioral Classrooms.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Federal and State laws regarding mental health; compliance issues conducted by Federal, State and local agencies.

Ability to:

Work with a variety of outside agencies; organize and operate a compliant mental health program; communicate effectively, both orally and in writing; establish and maintain effective working relationships.

Experience:

A minimum of three years of counseling experience as a LCSW, MFT, or credentialed provider. Experience must include working with a community service or social work organization involving at-risk children and families. Additionally, candidate must have two years' experience providing clinical supervision (may be combined with counseling experience).

Education:

Master's Degree from an accredited college or university in social work, psychology, counseling and guidance or related field required

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of supplies and other work-related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California credential authorizing service in pupil personnel services; valid California administrative credential (proof of completed administrative credentialing program pending posting from the California Commission on Teacher Credentialing or proof of concurrent enrollment in administrative credentialing program accepted) and possession of a valid California driver's license. Licensure in social work (LCSW), professional clinical counseling (LPCC) or marriage and family therapy (LMFT) strongly desired.

Board Approved: April 18, 2024