



NEW: 07/01/2019  
 Submitted: 05/14/2019

JOB TITLE:	SPECIALIST MENTAL HEALTH SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV GR 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides leadership to the District’s comprehensive Mental Health Services, Crisis Response and Suicide Prevention programs. This includes oversight and accountability the design, coordination, and implementation of comprehensive mental health services along with training and consultation for the implementation of a tiered system for mental health support to students. The Specialist Mental Health Services also facilitates the work of school based mental health practitioners to implement school based services, intervention programs, engage families, and coordinate with community partners. The Specialist Mental Health Services will align planning to the District’s strategic plan, all state and federal requirements, and will work closely with other departments to ensure coherence in mental health support.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides leadership in coordination of mental health supports and implementation to schools and students
- Provides leadership and oversight in District crisis response efforts including coordinating, leading, and responding to crisis events and the District and school level
- Provides leadership and collaboration with Guidance Services, Health Service, an School Psychologists to train District, school personnel, and students in suicide prevention efforts throughout the school year according to HB30 and HB51
- Provides District consultation in risk and threat assessment procedures and participates in District’s threat assessment team
- Coordinates and provides training for Mental Health Practitioners in risk and threat assessment procedures
- Provides leadership to school based Mental Health Practitioners through coordination, communication, training, and support
- Coordinates Mental Health Practitioners and mental health services focusing on quality, consistency, and compliance and alignment with District vision and goals
- Trains, consults, and provides support to administrators, teachers, school based leadership and mental health professionals to facilitate the design, coordination, and implementation of a tiered system for mental health support to students at the District and school level
- Monitors the fidelity of implementation of mental health services at the school and District level
- Identifies professional learning needs for both school and District personnel and coordinates trainings as needed related to mental health
- Collaborates closely with Guidance Services, Health Services, and School Psychologist to ensure coherence with mental health services and implantation District-wide
- Coordinates and organizes community based mental health services in schools including monitoring their services, ensuring collaborative partnerships, and accepting applications for new providers
- Develops, establishes or administers project, program, or activity
- Serves as liaison with other units, departments, or outside agencies as required
- Maintains communication and works closely with District staff, local school staff, and the community regarding information, developments, and implementation of project, program, or activity

Prepares and/or assists in preparation of reports, records, and other documentation as required
Accumulates and researches data, documents, and other pertinent information as required
Coordinates with appropriate school, district, and community partners to ensure comprehensive services delivery
Prepares, delivers or assists with training opportunities as appropriate
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
This work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS
KY (EPSB) credential in School Social Work, School Counseling, or School Psychology or Fully KY Licensed Professional Counselor or KY Licensed Clinical Social Worker or KY Licensed Marriage and Family Therapist or KY Licensed Clinical Psychologist that does not require clinical supervision to perform responsibilities listed above
Three (3) years successful experience in area of assignment
Ability to work well with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful leadership experience
KY Professional Certification in Administration and/or Supervision
Experience in diverse workplace