



## ALVORD UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT JOB DESCRIPTION

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### COORDINATOR, MENTAL HEALTH SERVICES **OUTREACH and SUPPORT**

(Certificated Management Salary Range 9 plus benefits)

#### DEFINITION:

Under direction of the Director of Student Services, the Coordinator, Mental Health Outreach and Support Services serves as a resource to schools, families and students. This Coordinator evaluates the social, emotional and academic well-being of our students, intervening when appropriate to address student needs, connecting connects students and families to district and community social emotional support resources, and developing develops programs and systems that support our schools in identifying and responding effectively to student needs.

**WORK YEAR:** 205 Days

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.*

1. Organize, coordinate, design and support mental health services for students.
2. ~~Provide support and training in collaboration with the District staff to school site administrators and staff, paraprofessionals, teachers, and parents/guardians in appropriate behavioral assessment, behavioral intervention techniques, including Positive Behavior Interventions and Support (PBIS) strategies.~~
3. Provide support and training to staff and parents/guardians in appropriate mental health topics. ~~behavioral assessments, behavioral intervention techniques, and the development and execution of behavioral intervention plans.~~
4. Serves as the District Positive Behavior Interventions and Strategies (PBIS) Coordinator and supports school sites in developing their PBIS plan. ~~to plan and develop behavioral supports for students, perform specialized duties to coordinate and assure that all students receive appropriate educational program services.~~
5. ~~Consult, follow up and monitor behavior intervention plans and serve as a resource pertaining to student behavior management and learning strategies.~~
6. ~~Provide behavioral assistance and consultation to district/school personnel in a variety of settings. Monitor FAA's, and positive behavior intervention plans (PBIP).~~
7. Prepare and maintain a variety of records and reports related to assigned programs, students, and related services and activities; develop and implement various systems for organization of mandated paperwork and processes.
8. Maintain current knowledge of trends and developments in the area of social emotional learning and psychology, counseling, or other areas of assignment.
9. Coordinate services to Foster Youth, and Homeless Youth. Education and Unaccompanied Minors.
10. Coordinate and support school site staff as needed., ~~train, supervise and evaluate the work of assigned staff.~~
11. Attend District LEA Meetings

12. Serve as Department Practi-Cali Contact
13. Serve as SARB Panel Member
14. Provide support for the Puente and Dreamers Programs
15. Assist with Title I Eligible Resources for Students
16. Implement CDE and FPM Recommendations
17. Collaborate with Community Partners (McKinley, Wylie, CareSolace) to provide additional and appropriate services.
18. Coordinate District-wide programs such as Red Ribbon Week, Suicide Awareness and Anti-Bullying Campaigns.
19. Performs other duties as assigned that support the overall objective of the position.

The position requires the following:

**Knowledge of:**

- ~~Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.~~

**Ability to:**

- Communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Collaborate with **departments, school sites and** other agencies. ~~in planning and implementing effective special education programs, including staff and parent training, within established budget constraints.~~
- Analyze complex situations and prepare response alternatives for consideration by decision-making groups. Knowledge of State funding allocation methods.
- Maintain confidentiality of sensitive information.
- Meet schedules and timelines.
- Work independently.
- Establish and maintain cooperative working relationships with those contacted in the course of work assignments.
- Communicate effectively in both oral and written form in both technical and non-technical terms.
- Exercise good judgment.

**Education **Minimum Qualifications:****

- Three years of successful certificated experience as a teacher, counselor, or school psychologist.
- A Master's degree from an accredited college or university is preferred.
- Valid California teaching or other related Services credential.
- California Administrative Services or other related Services credential

**Other:**

- Must possess a valid California Driver's License. Must be insurable at standard rates and maintain such insurability during the course of employment.

**WORKING CONDITIONS**

**Environment:**

- Office and outside work setting
- Subject to frequent interruptions and daily contact with District staff and the public

- Occasional driving to various sites, training facilities, and/ or other locations as needed
- ~~May travel to other cities/ states for recruitment or training purposes~~

**Physical Abilities:**

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting, walking and standing for extended periods of time
- Occasional carrying, pushing, pulling or lifting up to 25 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally
- Mobility

**Hazards:**

- Some exposure to toxic materials
- Working with and around office equipment having moving parts
- Occasional contact with distraught students, parents and members of the public