

**Job Title: Confidential Mental Health  
Administrative Specialist**



**Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 14

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
July 23, 2018  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

**JOB SUMMARY**

The purpose of this position is to assist the Coordinator - Mental Health Services in all aspects of office management, preparation of legal documents including but not limited to those related to confidential mental health items, programs and services, HIPAA protected information, to provide schools, parents, students and departmental based employees and administration with policies and procedures relating to a multitude of programs under the comprehensive Mental Health Services Programs including collaboration with multiple agencies and to establish and maintain efficient, pleasant, and effective working relationships with other employees, various agencies, and the public.

**ESSENTIAL JOB FUNCTIONS**

- Manages the Coordinator's schedule and prepares materials as needed.
- Receives and screens telephone calls and visitors.
- Responds independently and/or as directed in composing and preparing correspondence to constituents and staff.
- Manages all aspects of office operations, including supervising ESP staff, coordinating with Executive Assistant to the Superintendent, Assistant Superintendents' offices, and Administrative Recording Secretary, in development of mental health items for the School Board Agenda.
- Assists in development and coordination of mental health services and programs for employees, parents, and students.
- Takes and transcribes dictation notes at meetings pertaining to legal or other confidential student, parent, or employee matters.
- Obtains special reports and prepare a variety of reports and data as directed.
- Maintains files for correspondence, reports, and other School District documents, including but not limited to employee, student, and parent confidential mental health issues, services, and programs.
- Assists in development of de-escalation process for crisis situations; assessing suicidal ideation, homicidal ideation, and student level safety while working with families, schools, and other agencies.

- Maintains mental health services contracts and renewals, bids, verifications, and related tasks.
- Requisitions supplies and equipment for assigned budget.
- Prepares materials and processes for maintaining confidential materials related to mental health services provided to students, parents, and employees.
- Prepares materials and legal documents for attorney review pertaining to providing mental health services.
- Acts as liaison between the staff, various public agencies, the general public, attorney's offices, law enforcement agencies, mental health service providers, the Union, and administration.
- Interfaces with civic groups scheduling administrative meetings and speaking engagements.
- Organizes and attends staff meetings, and/or other committee meetings, recording minutes as directed.
- Uses effective communication strategies to interact with a variety of staff, and special/disaster teams.
- Displays confidentiality in dealing with sensitive issues including extremely confidential student/employee/parental related matters relating to mental health programs, HIPPA protection of personally identifiable health information, legal proceedings, etc.
- Prepares calendar and assist in coordination of services.
- Prepares weekly staff meeting agendas.
- Assists in supervision of the office in the absence of the Coordinator - Mental Health Services.
- Assists in Medicaid claiming and Rtl/MTSS documentation.
- Performs other duties as assigned.

#### **MINIMUM REQUIREMENTS**

- Bachelor's Degree in a related field.
- Five (5) years of progressively responsible office coordination experience at an administrative level, seven (7) to ten (10) years preferred.
- Successful experience in office management including scheduling tasks, budget preparation, materials requisition, payroll reporting, confidential/legal transcription capabilities.
- Must be able to perform difficult confidential tasks related to the public, staff, mental health proceedings, HIPAA compliance, and the School Board.
- Knowledge and proficiency of current computing technologies, including Microsoft Suite (Word, Excel, PowerPoint, Publisher, and Access), and web publishing software applications.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of administrative concepts, principles, and practices sufficient to permit independent performance of duties.
- Requires the ability to manage daily administrative operations of the office, supervision of office employees which include establishing work priorities, resolving problems related to the day-to-day operations of the office, and directly participating in the departmental administrative decision making process.
- Requires the ability to display knowledge of the activities, operations, assignments, and scope of the comprehensive District programs including those related to Mental Health Services programs.
- Requires the ability to display skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved.
- Requires the ability to display proficiency in current computing technologies, including Microsoft Suite (Word, Excel, PowerPoint, and Publisher), and web publishing software applications.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display good judgment in confidential matters.
- Requires the ability to organize and prioritize duties.
- Requires the ability to determine the approach for doing the work using the guidelines provided.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts and that directly contributes to the implementation of specific policies, programs, or initiatives of the organization.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to accept, receive, and/or collect payments and prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to determine program eligibility.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, reaching, speaking, standing, stooping, talking, visual acuity, and walking.

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**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: July 23, 2018**

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

**Date of Revision:**

July 23, 2018

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