



Job Title: Coordinator – Mental Health Services

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: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 6

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JOB SUMMARY

The purpose of this position is to provide leadership for a mental health services program which addresses the behavioral/social needs and emotional well-being of students and their families through collaboration of school staff and behavioral health agencies.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, coordinates, and directs the mental health programs and services.
- Monitors and evaluates the mental health program and identifies areas of need.
- Effectively works and consults with schools, community organizations, government agencies, parents, students, and staff.
- Researches, identifies, and develops plan for providing evidence-based mental health services supports to families, students, teachers, principals, and other instructional leaders.
- Participates in the collection of mental health information and student outcomes data to be used for monitoring the overall performance and effectiveness of services provided.
- Coordinates with the Office of Safe Schools, established pursuant to s. 1001.212.
- Maintains records regarding student mental health as it relates to school safety and the mental health assistance allocation under s. 1011.62(14).
- Maintains confidentiality of student information as required by all applicable laws.
- Maintains current knowledge and interprets applicable rules, policies, procedures, contracts, State and Federal laws, codes, and regulations.
- Provides direct observation and/or crises intervention as necessary.
- Conducts professional development training for faculty, staff, parents, and community as directed.
- Coordinates, conducts, or participates in a variety of meetings, staff development, committees, trainings, workshops, and/or conferences.
- Represents the School District at local, regional, state, and community meetings.
- Oversees contracts and agreements with community agencies and manages financial activity.

- Plans and prepares effective intervention strategies with parents and teachers for students.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Oversees suicide risk assessment procedures and the training protocols for required youth mental health awareness training for the District and serves as point of contact for school staff, parent, and students.
- Works with certified school counselors, mental health counselors, school risk assessment teams, and school leadership to ensure awareness of mental health programs available to students.
- Acts in professional and ethical manner and adheres at all times to the Professional Code of Ethics.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree or higher from an accredited institution. Mental Health Counseling, School Psychology, or related field preferred.
- Five (5) years of experience in mental health counselor or crisis intervention in a school or community setting.
- Three (3) years of experience in supervision/administration of a school counseling or social services program.
- 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.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display professional knowledge of the theories, principles, practices, and techniques of mental health counseling.
- Requires the ability to plan mental health services programs.
- Requires the ability to display an extensive knowledge of mental health assessment, diagnosis, intervention, treatment plans, and recovery services utilized in the area of behavioral health.
- Requires the ability to display a knowledge of applicable federal, state, and local statutes, regulations, and policies.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to oversee and manage multiple employees in the organization performing similar work.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned division.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, and visual acuity.

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

Date of Revision: September 17, 2024, effective September 18, 2024

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