

SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: **Manager of Mental Health Programs**

REPORTS TO: Deputy Superintendent Human Resources & Student Services **SITE:** District Office

SALARY: **Level 4 Admin.-Mgr. Salary Sched.**

WORK YEAR: 215 days

BOARD APPROVAL: May 6, 2021

EFFECTIVE DATE: July 1, 2021

SUMMARY: Under the administrative guidance of the Deputy Superintendent of Human Resources and Student Services the Manager of Mental Health Programs will serve as a resource to schools, families, and students throughout the San Mateo Union High School District. The Manager will evaluate social, emotional, and academic well-being of the students; as well as, coordinate and monitor mental health programming within the District.

ESSENTIAL FUNCTIONS:

1. Evaluates and Supervises the Mental Health Wellness staff in conjunction with the Student Support Coordinators and the Principals or designees; evaluates and supervises the District Social Worker; and supports the Director of Special Education in managing Special Education staff
2. Serves as liaison to Behavioral Health and Recovery Services, County Mental Health, and the Interagency Placement Referral Committee (IPRC)
3. Co-manages with the Director of Special Education District therapeutic programs for both general and Special Education
4. Develops and facilitates tiered intervention programs, for both general and Special Education.
5. Reviews referrals of students who need intensive mental health services to ensure that lower tiered interventions have been applied or considered, Least Restrictive Environment options have been considered, and determine if SELPA criteria have been met
6. Provides mental health support services to District educational teams; including case consultation regarding student status, diagnosis and treatment
7. Monitors student progress by visiting school sites, attending school meetings, and consulting with all team members
8. Participates, as needed, in IEP meetings for students with mental health services
9. Designs, coordinates, and delivers professional learning related to mental health issues and services to members of the educational team, parents, and students
10. Provides technical assistance, consultation, and training to school site staff regarding community resources, SEIS documentation, and other mental health issues
11. Provides training in school-based mental health systems and procedures
12. Assists with recruitment and evaluation of MFTs and interns
13. Collaborates with public and private mental health agencies
14. Maintains and facilitates communication with and between families and mental health staff

15. Provides and participates, when applicable, in-service training to parents, staff, students, non-public agencies, and other District personnel
16. Adheres to and educates, site teams on mandated timelines as prescribed by law
17. Establishes and maintains collaborative and supportive internal and external partnerships with staff
18. Monitors mental health sections of case files, caseloads, and records
19. Ensures that criteria for accessing SELPA/State mental health funds have been met
20. Manages the mental health budget

QUALIFICATIONS AND EXPERIENCE:

Education/Training Experience

- Possess Master's Degree in a mental health related field (e.g., LCSW, MFT) along with applicable licensure
- Must meet requirements to supervise MFT interns/trainees
- Possession of a master's degree in counseling, social work, or psychology desired
- Experience working with students receiving mental health needs in a school setting
- Experience developing and delivering professional development desired
- Minimum three years of working in mental health based leadership role in an educationally based environment.

Knowledge of

- Special education programs and the IEP process
- California Master Plan for Special Education and the Federal Individual with Disabilities Education Act (IDEA)
- Mental health related community and state resources
- Positive behavior and mental health supports
- Tiered intervention practices; brief counseling and crisis intervention and effective staff development methods
- DSM V content
- Special needs students and their behaviorally or educationally based mental health needs.

Desirable Skills

- Establish and maintain effective working relationships with individuals and groups
- Conduct effective meetings and conferences
- Communicate concepts and information accurately orally and in writing including the preparation of reports, case histories, assessment, and intervention records
- Demonstrate effective liaison relationships with students, parents, school, and agencies
- Coordinate activities from many sources for the benefit of the students
- Organize work and provide effective services within a limited timeframe
- Assist with program development
- Demonstrate strong verbal and written skills
- Possess strong interpersonal and leadership skills
- Demonstrate ability to plan, organize, and interpret complex policies, laws, regulations, requirements, procedures, contracts and MOUs

- Exercise sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives and making sound recommendations
- Advance knowledge of word-processing programs, including but not limited to all Microsoft Office products, spreadsheets, and databases.

Physical Demands/Working Conditions

- Ability to sit for long periods of time
- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard
- Physical stamina to stand, reach, bend, lift, kneel and squat
- Ability to lift up to 20 pounds
- Ability to tolerate moderate noise level in working environment.

OTHER REQUIREMENTS:

- Maintain a valid California Driver License
- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State and Local regulations.

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.