



Program Manager: Mental Health Emphasis

Supervision and Job Description:

Under the general supervision of the Director of Student Services will manage/coordinate integration, monitoring, implementation and supervision of social emotional services for students. The Program Manager ensures implementation of IEP and educationally based goals, collects and analyzes data, and provides leadership to ensure appropriate services are delivered to provide educational benefit for students in need.

Scope of Work:

- Develop and supervise a program for psychology/counseling interns
- Monitor, evaluate, and provide direction on the implementation of a consistent and efficient referral procedures for Mental Health
- Provide leadership in the development, implementation, and evaluation of District-wide Multi-tiered System of Supports.
- Coordinate and direct, and provide administrative support for program providing services for students on IEPs.
- Manage supervision and monitoring of Non-Public Agency (NPA) or other contracted staff providing mental health services
- Plan, organize, and implement staff development as needed
- Provide direct support to site administrators in utilizing the established process to access mental health services for students

- Provide direction to mental health staff on District policies and procedures
- Collect and analyze data of program effectiveness
- Supervise all District staff serving students with emotional disturbances
- Coordinate a monthly meeting with mental health service providers
- Foster collaboration with SELPA, District, and school committees
- Participate in professional activities, conferences, and research to keep abreast of trends, practices, and continued growth in the development in services for students
- Serve as a key function in the District leadership responsible for addressing the social/emotional supports, such as PBIS
- Build strong partnerships with District leaders, staff, community organizations and families regarding community resources
- Implements approved changes and monitors work activities to ensure compliances with federal, State, and local laws, rules, and regulations.
- Coordinates school improvement efforts, resolves issues and conflicts, shares resources and ensures consistent implementation of effective practices District-wide
- Assists in the evaluation of special education staff
- Perform other related tasks as assigned

Qualifications:

- Master's Degree
- Pupil Personnel Services Credential (PPSC)
- Administrative Credential
- At least five years of successful experience working with children and families

