

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PROGRAM SPECIALIST, Mental Health Services

QUALIFICATIONS

- Master's Degree or higher in Mental Health or related field.
- Valid license by the State of Florida under Chapter 490/491, Florida Statutes, in one of the following disciplines: Clinical Social Work, Mental Health Counseling, or Marriage and Family Therapy.
- Certification in Administration/Supervision or Educational Leadership OR three (3) years of successful administrative experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of basic computer software and hardware.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving.
- Effective skills in oral and written communications.
- Ability to communicate and work cooperatively with others.
- Familiar with local community resources/services (which may include health, mental health, and substance abuse), highly preferred.
- Strong interpersonal skills and the ability to work effectively, function independently, and interact professionally with a diverse, multicultural, and interdisciplinary staff of all levels.
- Ability to develop and maintain collaborative relationships with school personnel, students, and parents.
- Effective skills in oral and written communications.
- Knowledge of crisis intervention.
- Strong skills in self-advocacy, as well as for advocacy of students and families.
- Familiar with social and emotional learning competencies and restorative practices, highly preferred.
- Ability to develop and maintain collaborative relationships with school personnel, students, and parents.
- Commitment to systems change, equity, and justice, as well as to providing services with a trauma-informed care lens.

SUPERVISION

REPORTS TO Executive Director of Exceptional Student Support Services and/or Designee
SUPERVISES Assigned Personnel

POSITION GOAL

To support instructional, non-instructional, and administrative personnel in the acquisition and maintenance of optimal learning outcomes for all students by utilizing skills in problem solving, data collection and data analysis, social/emotional/behavioral intervention, consultation and collaboration, staff training, and crisis management.

PERFORMANCE RESPONSIBILITIES

1. *Collaborate with school personnel, parents, community agencies, and/or students to promote optimal learning outcomes for all students.
2. *Utilize skills in problem solving and assessment for intervention to support schools in meeting the social and emotional needs of all students.
3. *Plan and conduct meetings and chair/participate in ad hoc committees as directed by the Executive Director of ESSS.
4. *Assist administrators with recruitment and screening of Exceptional Student Education teachers/Support Services employees.
5. *Develop, maintain, and monitor a tracking system for Mental Health referrals.

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6. *Provide consultation, in-service training, and professional development to school and District staff.
7. *Provide outreach and education on mental health issues to students, families, community members, other professionals, school staff, and in community settings, as necessary.
8. *Maintain professional licensure in the discipline of Licensed Mental Health Counselor (LMHC), Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT).
9. *Provide, upon request, consultations to Student Services staff on individual cases.
10. *Assist in development of policies and procedures in accordance with local, state, and federal mandates, as related to school mental health services.
11. *Coordinate the efforts of District Mental Health Providers in the department.
12. *Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
13. *Responsible for self-development and keeping up to date on current research, trends and best practices relevant to school psychology.
14. *Monitor new District Mental Health employees.
15. *Assist in development and implementing the District's goals and strategic commitments.
16. Perform other duties as assigned by the Executive Director of Exceptional Student Educations Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E \$73,653 - \$112,874

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function 6100
Job Code 1364
Survey Code 61410

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 24, 2018

ADA Information Provided by Michelle Walsh
Position Description Prepared by Michelle Walsh