



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., – Hemet, CA 92545-3637 - (951) 765-5100

## **COORDINATOR OF GENERAL EDUCATION BEHAVIORAL MENTAL HEALTH**

### **BRIEF DESCRIPTION OF POSITION**

Under the supervision of the Director of Wellness and Community Outreach, the Coordinator of General Education Behavioral Mental Health oversees the District Mental Health and Behavioral Support programs for General Education services and supports, including, but not limited to, mental health and behavioral support staff and intervention program(s). This position collaborates with Special Education's Coordinator of Behavioral and Mental Health Services on the coordination of a continuum of services.

### **EXAMPLES OF DUTIES**

- Create and support Professional Learning Community (PLC) with clinicians to ensure targeted provision of mental health services
- Coordinate supervision and supervise Positive Behavior Interventions and Supports Specialists and intern and associate mental health professionals
- Develop, implement and evaluate mental health related professional development activities for therapists, administrators and teachers
- Evaluate Clinicians in collaboration with Principals
- Develop, implement and evaluate parent support and training in the areas of mental and behavioral health, including social emotional development
- Develop potential billing streams for coordinated student services (MAA, Medi-Cal, etc.) ensure sound audit practices and maintenance of records
- Oversee and coordinate standardization of Clinical practice for District, in collaboration with Special Education
- Audit progress notes, treatment plans, and assessments generated by Licenses Clinicians and Interns for compliance with State Licensing and ethical boards ensure that clinicians are submitting services for reimbursement when appropriate
- Develop Standardized systems of care using Evidence based practices for Licensed Clinicians and Interns
- Support existing district programs for students with behavioral and/or mental health concerns (e.g., SDC-ED program, Non-Public alternative programs)
- In collaboration with school sites and student needs, develop and implement Tier I-III, including but not limited to Social Emotional screener, wrap services, restorative conferences and monitor SARB plans
- Coordinate and provide district and site training and support for Tiered Services and Coordination of Care
- Coordinate and collaborate with Special Education on Crisis Response Activities and Risk Assessment policy, practices and training
- Support the District's Crisis Response/Management Team
- Develop and support site training in trauma informed practices, suicide awareness and prevention, mental illness, socio-emotional learning
- Develop and implement substance abuse and prevention practices
- Oversee networking group of local youth-serving agencies and agencies
- Provide input and services to meet the supplemental and intensive needs of students that are chronically absent.

## **Coordinator of General Education Behavioral Mental Health**

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- Develop and implement systems, supports and transition activities for students returning from expulsion and juvenile hall.
- Submit/update board policies and practices
- Develop and implement MOU's to provide community based mental health services to students district-wide
- Act as liaison between schools, district and community partners to ensure effective implementation of services, training and support
- Develop policy and practice to guide district employed mental health professionals
- Create and present annual report(s) to Cabinet or designee regarding current issues and trends pertaining to behavioral and mental health services
- Coordinate awareness, communication, and public relations between parents, community partner agencies, and other public and non-public agencies regarding educationally related mental health services
- Maintain knowledge of current laws and regulations pertaining to individuals with mental health needs; may be assigned to prepare complaint, mediation, and due process materials.
- Assist in the implementation of state and federal laws to maintain district compliance.
- Participate in the evaluation of personnel as designated by Director of Wellness and Community Outreach
- Perform other related duties as assigned

### **KNOWLEDGE AND SKILLS**

Knowledge of:

- Legal and ethical practices as they apply to licensed, associate and intern Social Workers, MFT's or LPCC's
- Current laws and regulations pertaining to individuals with mental health needs
- Medi-cal and other funding sources for school based mental and behavioral health
- Current laws and regulations related to providing educationally related mental health services
- Multi-Tiered systems of support and coordination of care as they apply to support services for identified at-risk students

**Ability to:**

- Develop and coordinate programs.
- Negotiate and resolve conflicts and demonstrate strong interpersonal skills.
- Deal effectively with parents, teachers, administrators, and students.
- Maintain high standards of professionalism.
- Organize and manage time effectively.
- Work both collaboratively and independently.
- Demonstrate leadership and organizational skills.
- Manage multiple tasks;
- Direct, supervise & instruct others;
- Respond appropriately to evaluation & changes in the work setting;
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication;
- Work cooperatively with staff, students & public.

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**MINIMUM QUALIFICATIONS**

**Credential, Education, and Experience:**

- License in the area of Mental Health services
- Valid California Administrative Credential is highly desired or in process
- Five (5) years of successful experience in mental health services

**PHYSICAL DEMAND AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions listed above.

**Physical Demands:** Sit, look downward, reach, (up to frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard & handwriting (frequently); lift/ carry up to 25 pounds (occasionally), may lift/ carry child up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in-person, phone & public address.) Use seeing, hearing, and speaking (continuously); Grasp and manipulate materials, equipment, and supplies (frequently). Ability to apply appropriate techniques (approved crisis intervention) to mitigate the threat of harming self or others which may involve evading, blocking, and/or restraining.

**Working Conditions:** Indoor offices and classroom, driving to District site and County facilities. Exposure to: seasonal temperature variations, dust and wind, traffic, use of office equipment and desk supplies.

**Other Requirements:** Requires use of personal automobile, and the possession of a valid California Class C Driver's License and proof of current and appropriate auto insurance coverage. If required to drive a District vehicle, must be insurable at standard market rates under the District's insurance policy.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Classified Management Position  
Row 26 Classified Management Salary Schedule  
This position is contingent upon funding