

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: DRAFT  
Salary Schedule: CE 251: Row 4 or CL 252: Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

**JOB TITLE: COORDINATOR OF MENTAL HEALTH SERVICES**

**JOB PURPOSE STATEMENT:** Under the direction of the Director of Special Education, this position develops, coordinates, and supervises the Educationally Related Mental Health Services (ERMHS) program for special education students. The Coordinator of Mental Health Services is responsible for providing clinical supervision of staff and students, program and staff development and monitoring compliance regulations. All work is performed within the limits of licensing and professional standards and adheres to California Education Code and Regulations.

**JOB FUNCTIONS:**

- Assist in the implementation and delivery of ERMHS programs at school sites, observations in special education classrooms, evaluations of education plans, and confers with principals, assessors, special education service providers, and others regarding identification of students for special education and the delivery of ERMHS services
- Assist the Director of Special Education with the implementation of student placements, including those in county schools, non-public schools, and state schools
- Acts as a resource to staff members regarding mental health services and transition process for students referred to, supported by, and/or transferring out of intensive mental health services
- Monitor and support member districts in the provision of educationally related mental health services (ERMHS) which may include, but not limited to, providing case consultation and clinical recommendations concerning student status, eligibility/diagnosis, and IEP or mental health treatment plans

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**JOB FUNCTIONS- continued:**

- Collaborate with district members to support the development of programs that offer educational benefit, including, but not limited to, improving academic performance, fostering pro-social skills, preventing violent behavior, and strengthening facility reviews
- Consult on assessment processes and review case histories to support the development of IEPs and positive behavior interventions and supports for students referred for Tier II and Tier III intensive mental health services
- Attend IEP team meetings as appropriate for the sole purpose of providing information to the IEP team regarding Tier II and Tier III intensive mental health services, including, but not limited to, recommended linkages, WRAP services, and residential treatment facility placement
- Continuously monitor educational benefit for students supported via Tier III intensive mental health services through the IEP process by engaging in regularly scheduled case management conferences, site visits to nonpublic schools and/or residential facility treatment facilities, and ongoing communication with district members
- Consult in transitioning students to and/or from educationally related mental health services in support of provision of supports in the least restrictive environment.
- Facilitate and/or participate in professional learning opportunities specifically related to educationally related mental health services
- Facilitate support and training opportunities for parents and youth that help students succeed
- Attend SELPA committee meetings, interagency meetings, and community based meetings as requested
- Research, develop, and maintain contact with residential service providers, in and out of state and support the ERMHS case managers in annual residential treatment facilities
- Co-facilitates the Special Education Subject Area Council (SAC) and ensures that policies and procedures developed in SAC reflect the goals in the Local Educational Agency (LEA) plan and Local Control Accountability Plan (LCAP)
- Provide clinical supervision to ERMHS staff and trainees
- Uses acceptable communication skills to present information accurately and clearly
- Demonstrates interest and initiative in professional improvement
- Demonstrates behavior that is professional, ethical and responsible
- Compiles, maintains and files all reports, records, and other documents required

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**JOB FUNCTIONS- continued:**

- Possesses proven ability, exemplary performance and demonstrates commitment to improving student success
- Self-motivates and possesses the communication and personal skills necessary to positively interact with others to produce positive results
- Provides relevant, meaningful experiences that are reflective of the crucial issues and tasks confronting school campuses
- Plans and organizes work, sets priorities and evaluates accomplishment of goals within established time lines with minimum supervision
- Maintains confidentiality of records, reports, tests, test results and conversations.
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs other job related duties as assigned

**PHYSICAL ABILITIES:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

**JOB QUALIFICATIONS:**

**Certificated Applicants: Experience/Education:**

- Master's or Doctorate degree in a field of study approved by the California State Board of Behavioral Sciences or Board of Psychology
- Licensed by the California State Board of Behavioral Sciences as both a Marriage and Family Therapist (LMFT) or Clinical Social Worker (LCSW)

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**JOB QUALIFICATIONS - continued:**

**Certificated Applicants: Experience/Education - continued:**

- Minimum three (3) years experience in the behavioral health plan process (direct services, treatment plans, monitoring of progress, determination of eligibility for services, and termination of services), including providing counseling/educationally-related mental health services to special education school-age children
- Valid California Administrative Services Credential

**Classified Applicants: Experience/Education:**

- Master's or Doctorate degree in a field of study approved by the California State Board of Behavioral Sciences or Board of Psychology
- Licensed by the California State Board of Behavioral Sciences as both a Marriage and Family Therapist (LMFT) or Clinical Social Worker (LCSW)
- Minimum three (3) years experience in the behavioral health plan process (direct services, treatment plans, monitoring of progress, determination of eligibility for services, and termination of services), including providing

**Licenses, Certifications, Bonding and/or Testing:**

- Possess or obtain a valid California Driver's license
- TB clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

**EMPLOYMENT STATUS:**

- Certificated or Classified Management Position