

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR OF STUDENT SERVICES

QUALIFICATIONS:

- (1) Master's degree in mental health counseling, social work, psychology, education, or a related field from an approved accredited educational institution.
- (2) Minimum of three (3) years experience providing services to students.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of mental health supports, services, and issues as well as universal screening tools and data management systems. Ability to plan, organize, implement, and monitor mental health programs and services. Ability to manage a budget and resources allocated. Outstanding interpersonal communication and problem-solving skills are needed to work effectively with students, parents, district and school personnel, and community agencies. Computer literacy and organizational skills are essential. Ability to handle confidential and sensitive information with a high level of accountability. Ability to understand and interpret school law as it relates to students experiencing homelessness. Ability to interpret homeless education requirements, provide support activities for students and their families, and conduct staff professional learning.

REPORTS TO:

Director of ESE/ Student Services

JOB GOAL

To assist and support students and families with social, emotional and mental health needs to enhance and maximize student success. To coordinate the delivery of services for the students experiencing homelessness and in foster care, student population to promote student attendance and facilitate access to appropriate education and services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Coordinate with the Office of Safe Schools.
2. Maintain records and reports regarding students receiving mental health services.
3. Facilitate the implementation of school district policies relating to the respective duties and responsibilities of the superintendent and principal. Participate in interagency planning, collaboration and communication.
4. Coordinate with the Coordinator of School Safety on the staffing and training of threat assessment teams.
5. Facilitate/ monitor referrals to mental health services within and outside the district.
6. Coordinate with the Coordinator of School Safety on the and certify the Youth Mental Health Awareness training and resources for students and district wide staff on youth mental health awareness and assistance.

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7. Responsible for reporting to the state on training completed by students and staff members. Establish relationships with related federal, statewide, and privately funded projects.
8. Review, annually, the school district's policies and procedures regarding compliance for student mental health, McKinney- Vento, and foster care as it relates to state law and current best practices and make recommendations to the superintendent and the district school board when needed.
9. Serve as the district's primary point of contact regarding the district's coordination, communication, and implementation of student mental health communication and implementation of student mental health policies, procedures, responsibilities and reporting.
10. Work in collaboration with school site staff and community-based agencies to coordinate services to meet the mental health needs of students.
11. Serve as a member of all district school's Crisis Intervention Team.
12. Actively plans, creates, and implements appropriate professional development learning for stakeholders.
13. Communicate with parents, guardians, and outside agencies about student cases as needed to obtain services and assistance for students and families.
14. Collaborates with school staff to support the use of formal/informal universal screening methods.
15. Supports school-based teams with suicide and threat crisis and mental health assessments as needed.
16. Supports the process used by school-based staff for students' return-to-school following inpatient treatment.
17. Assist schools in the review of students being referred, entering, exiting, and continuing mental health services.
18. Collaborate with state and/or local child welfare agencies in school placement, transportation services and education needs of students in foster care.
19. Collaborate with school and district-level staff to develop interventions for students identified as homeless and developed individualized service plans.
20. Serve as a resource to school-based administrators, guidance counselors, mental health counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
21. Coordinate the delivery of mandated services to homeless students and families in accordance with requirements of the Title IX Homeless Education Program, Youth Project/McKinney-Vento Program and state law.
22. Collaborate with state and/or local child welfare agencies in school placement, transportation services and educational needs of homeless students experiencing homelessness.
23. Responsible for the annual mental health allocation and budget.
24. Responsible for all state reporting requirements related to the mental health, foster and homeless programs.
25. Serve as the Mental Health Coordinator for the School Board in relation to HB 899.
26. Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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