

SCHOOL DISTRICT OF OKEECHOBEE COUNTY
DIRECTOR OF MENTAL HEALTH AND BEHAVIORAL SUPPORTS
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Certification in Educational Leadership or board certified behavior analyst or licensed in behavioral mental health.
- (3) Minimum of three (3) years' experience in education or behavioral mental health, with administrative/ leadership roles experience preferred.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Ability to work well with others individually or in groups.
- (2) Ability to establish and maintain effective working relationships.
- (3) Knowledge of laws, trends, regulations, policies and issues as they pertain to student support services, mental health, and behavior.
- (4) Proficient in processes, requirements, and structures for providing interventions and appropriate programs and supports to ensure student success.
- (5) Skill in the use of methods to handle sensitive situations.
- (6) Skill in leading projects, problem solving, and presenting staff development programs.
- (7) Ability to clearly communicate concepts and ideas to present them in an acceptable and effective manner, both orally and in writing.

REPORTS TO:

Assistant Superintendent for Instructional Services

JOB GOAL

Provide leadership and technical assistance to the district and individual schools in order to build capacity for school climates and cultures of positive student behavior and discipline; and coordinate and evaluate services necessary to support student success.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provides guidance and technical assistance on student behavior, programs that address reducing disruption and increase positive student behaviors, and discipline.
- * (2) Collaborate with community agencies related to student supports and delivery of services.
- * (3) Coordinate counseling, guidance, attendance and health program supports necessary for student engagement and success.

- * (4) Coordinate the annual update of the mental health planning and reporting.
- * (5) Coordinates and conducts technical assistance, professional development, and supports for implementation and evaluation of behavioral programs.
- * (6) Monitor and report on discipline and behavioral data.
- * (7) Lead and collaborate with school based threat assessment, behavior, and support teams.
- * (8) District liaison for community and school coordination and implementation of behavior and/or discipline practices, events and appeals.
- * (9) Coordinate and supervise school based contracts with community agencies providing services to students and parents.
- * (10) Monitor data from student referral to eligibility for special programs as it impacts discipline and behavior.
- * (11) Compile, maintain and file all reports, records and other documents legally required or administratively useful as related to student support and behavior programs.
- * (12) Evaluate the curriculum for support, mental health, and behavioral programs in terms of individual students' needs and achievements.
- * (13) Develop, implement and evaluate all state and federal programs that relate to student success, mental health, and behavioral programs.
- * (14) Provide parent training opportunities.
- * (15) Oversee the implementation of the records management system for the district.
- * (16) Oversee the records retention process in the district.

Inter/Intra-Agency Communication and Delivery

- * (17) Collaborate and provide leadership as well as technical assistance for administrators and other personnel in all areas of student success, mental health, and behavioral programs.
- * (18) Keep Superintendent and Assistant Superintendent informed of issues, concerns and mandates and provide guidance and information to the School Board.
- * (19) Coordinate program planning involving appropriate district and school level personnel, parents, agencies and community representatives.
- * (20) Serve as liaison with the community, advisory and parent groups.
- * (21) Respond to inquiries and concerns in a timely manner.
- * (22) Serve on district, state or community councils or committees as assigned or appropriate.
- * (23) Provide oversight and direction for cooperative planning with other agencies.
- * (24) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- * (25) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (26) Conduct research on pertinent issues and inform district and school personnel of information.
- * (27) Keep informed of legal requirements governing student success, mental health, and behavioral programs and stay current on other issues such as Family Educational Rights and Privacy Act (FERPA).
- * (28) Maintain a network of peer contacts through professional organizations.
- * (29) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- * (30) Provide leadership in the development, implementation and evaluation of staff development activities for student success, mental health, and behavioral programs.
- * (31) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

Systemic Functions

- *(32) Recommend policies and procedures related to student success, mental health, and behavioral programs.
- *(33) Represent the district in a positive and professional manner.
- *(34) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(35) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(36) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

- *(37) Provide leadership in establishing new programs and developing improved understanding in existing programs.
- *(38) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(39) Assist in implementing the district's goals and strategic commitment.
- *(40) Exercise proactive leadership in promoting the vision and mission of the district.
- *(41) Set high standards and expectations and promote professional growth for self and others.
- *(42) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- *(43) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(44) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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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.

Board Approved: 09/10/19

