

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

HEAD START SOCIAL-EMOTIONAL, MENTAL HEALTH SPECIALIST GRANT FUNDED

POSITION: Head Start Social-Emotional, Mental Health Specialist Grant Funded

REPORTS TO: Head Start Program Coordinator

LOCATION: Head Start

NATURE OF WORK:

The employee works under the direction of the Head Start coordinator providing assistance, mentoring, and counseling to the students. The employee also provides assistance, support and training to families and staff in the area of Social Foundations. This position works collaboratively with parents, staff, Mental Health professionals and the larger community in the delivery of social, emotional, and mental health support to Head Start children and parents. This position is responsible for ensuring the program's compliance with federally mandated Head Start Performance Standards in the area of Education and Early Childhood Development and Mental Health services. This position requires confidentiality of student information.

ESSENTIAL FUNCTIONS:

- Ability to interact with students when behavioral challenges arise, knowledge of and ability to perform approved de-escalation techniques to protect students from harm to self or others, and to modify and teach appropriate behaviors in educational and social settings;
- Works collaboratively with all staff and support service providers within the program;
- Actively participates in scheduled communications/meetings and scheduled collaborations with the Head Start Coordinator and Educational/Disabilities Specialists;
- Facilitates parent and family workshops at the direction of the program coordinator, that addresses social-emotional development and trauma focused education;
- Responds appropriately to an emergency/crisis situation and/or dysregulated students;
- Conducts professional development and formal presentations on social-emotional, behavioral education and management for parents, teachers, and other community partners;
- Possesses intermediate to advanced computer skills, internet and e-mail;
- Participates in the Developmental Pupil Services Team (DPST) and Individualized Education Plan (IEP) process as needed and requested;
- Ability to meet the needs of all children specifically those with challenging behaviors, special needs, at risk, and culturally diverse populations;
- Ability to develop and implement program wide initiatives and conduct staff development;
- Ability to analyze data and maintain accurate and detailed records;
- Strong organization, time management and problem-solving skills;
- Ability to use and integrate technology in instruction;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Project a positive image to the public and possess excellent interpersonal skills;
- Ability to work cooperatively with other agencies to meet the needs of families and children;
- Ability to be versatile in job responsibilities and respond appropriately to an emergency/crisis situation or dysregulated students;
- Ability to work at several school sites and travel between sites;
- Ability to maintain integrity, confidentiality and handle sensitive information with discretion.

DUTIES AND RESPONSIBILITIES:

- Assumes major responsibility for the social, emotional, and mental health support of the students in the Head Start program;
- Develops, monitors, implements and revises individual student plans and works with the program leadership team to determine the most appropriate interventions;
- Assumes major responsibility for the ongoing social and emotional learning within the classroom and with individuals/groups of students;
- Models, coaches and presents social, emotional, and mental health lessons in the classroom, focusing on areas identified through staff surveys, needs assessments and on other identified skills essential for student success;
- Assumes responsibility for the integration of social emotional learning with the academic curriculum;
- Meets with individual and small groups of students to develop behavioral skills based on identified needs;
- Models and provides social, emotional, behavioral, and mental health support for challenging students in the classroom and mentors the families in the area of social emotional development under the direction of the program coordinator;
- Monitors screenings and assessment data to track student performance to determine effectiveness of social/emotional interventions;
- Facilitates collaborative team discussions and other behavioral data-based decision-making sessions;
- Fosters and facilitates positive relationships within the Head Start program, the school community and SMCPS;
- Demonstrates prudent judgment;
- Flexibility to participate, with compensation, in additional program planning and preparation;
- Serves on the Leadership team, Health Advisory Council and the Policy Council; and
- Other duties as assigned.

QUALIFICATIONS:

- Holds certification as a School Social Worker, Board-Certified Behavior Analyst, Behavior Specialist, School Counselor, or related mental health field.
- Minimum of four years of experience working with at risk populations and/or early interventions, preferred;
- Knowledge of and experience working with early childhood mental health and/or disabilities services;
- Knowledge of and experience with social emotional programs and trauma sensitive curriculum;
- All Head Start Staff are required to complete a TB screen and Health Examination for employment in the Head Start Program.

TERM OF EMPLOYMENT:

Full-time ten-month position (grant-funded).

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC