

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

**MENTAL HEALTH SERVICES COORDINATOR**

**POSITION:** Mental Health Services Coordinator

**REPORTS TO:** Director of Student Services

**LOCATION:** Department of Student Services

**NATURE OF WORK:** Under the direction of the Director of Student Services, this position is responsible for coordinating and evaluating various aspects of existing mental health services and referral procedures throughout St. Mary's County Public Schools (SMCPS). The coordinator will lead, plan, organize, and direct initiatives related to mental health services for students and professional development of staff in working with students with mental health needs. This position will be the primary liaison between SMCPS and various health and human services organizations throughout the community. The Mental Health Services Coordinator will focus on proactive solutions to improve mental health services at all SMCPS sites. This position will evaluate programs and staff to support delivery of mental health and wraparound services throughout SMCPS. The nature of this work requires a high level of confidentiality as well as the ability to communicate efficiently and effectively both orally and in written form.

**ESSENTIAL FUNCTIONS:**

- Collaborate with the local health department, local Department of Social Services, and other mental health organizations for the delivery of mental health services to students;
- Coordinate with existing mental health services within the school system for the delivery of behavioral health and wraparound services to students exhibiting behaviors of concern;
- Maintain knowledge and understanding of appropriate Board of Education policies and regulations as well as local, state, and federal laws;
- Administer professional development to staff at all levels to recognize and interact with students with mental health service needs;
- Research, analyze, and submit grant requests for external funding for mental health and wrap around services;
- Evaluate Student Services programs and staff to support the delivery of mental health and wraparound services;
- Provide interventive, consultative, and follow-up services in a variety of situations as needed;
- Serve as a resource for relevant educational and/or psychological information and staff professional development; and
- Maintain confidentiality and exercise sound judgment.

**DUTIES AND RESPONSIBILITIES:**

- Develop and conduct professional development to enhance present and future programs;
- Assist in the development and revision of student assessment and intervention policies and programs;
- Assist with developing standards and procedures for student referral, evaluation, and mental health treatment;
- Research the implementation of a universal screening system for student mental, emotional, and behavioral health;

- Develop appropriate intervention and referral processes for students exhibiting significant but varying mental health challenges;
- Coordinate with school representatives on a system of tiered mental health supports;
- Develop referral processes to community mental health providers;
- Develop and lead a committee of local mental health service agencies to address identified mental health challenges within the school system;
- Collaborate with the Department of Safety and Security and the Department of Student Services in the development of crisis response protocols, practices, and trainings;
- Coordinate a system of support for families in the referral process to identified mental health providers;
- Participate as a member of County Individualized Education Program (IEP) Teams and other teams;
- Participate in research projects, professional development planning, and continued educational experiences;
- Participate in school system and community activities to inform the public of school mental health services and to facilitate community partnerships in education;
- Work collaboratively with other professionals; and
- Perform other duties as assigned.

#### QUALIFICATIONS:

- Administrator I certification, preferred;
- Master's Degree in mental health, psychology, counseling, or social work required;
- Have 5 years leadership experience in mental health, social services, or clinical counseling required;
- Licensed Clinical Professional Counselor preferred;
- Knowledge of school system organization and operation required; and
- Ability to communicate effectively and to gain the confidence and cooperation of students, parents, and school system staff.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for twelve-month employees - Range B.

#### BARGAINING UNIT ELIGIBILITY: SMASA