



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>MANAGER - MENTAL HEALTH SERVICES</u>			
DEPARTMENT/SITE:	Student Development	SALARY SCHEDULE:	Classified Administrators'
		SALARY RANGE:	05
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Assistant Superintendent of Educational Services or assigned designee	FLSA:	Exempt

BASIC FUNCTION:

Plan, organize, manage, and implement the District's clinical mental health services and budgets to provide for the delivery of mental health assessments, treatment, and interventions for eligible students; participate in a wide variety of District initiated mental health initiatives and programs; collaborate and coordinate with community agencies to facilitate a continuum of care; train, supervise, support, and evaluate the performance of assigned staff. The incumbent in this classification assists in supporting students by providing leadership to the department to ensure that the District plans, organizes, manages, and implements the clinical mental health services and addresses barriers to equitable education in support of District-wide priorities which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, organize, manage, and implement the District's clinical mental health services to provide for the delivery of mental health assessments, treatment, and interventions for eligible students.

Supervise, train, support, and evaluate the work of mental health clinicians and other assigned staff per licensing board mandates and District requirements; coordinate staff work assignments and develop employee work schedules; review work to ensure compliance with established standards, requirements, and procedures.

Support staff to work collaboratively with parents and families in order to provide appropriate mental health services and to resolve concerns and inquiries.

Supervise, train, and support Mental Health Clinicians in the Individualized Education Plan (IEP) process and their role as service provider; attend IEPs, as needed.

Conduct meetings with Mental Health Clinicians and school counseling staff to supervise and review student cases and treatment plans, monitor compliance, and measure progress; when adequate progress is not being made, consult with staff to address and problem-solve.

Develop and implement procedures to monitor the implementation of IEP goals and services for eligible students, ensuring timelines are met and adequate progress is made per the IEP.

Support and supervise the coordination of services for eligible students with District, community, and private agencies to ensure a continuum of care.

Provide resource information, education, and consultative and collaborative support as a subject matter expert to Mental Health Clinicians and District staff regarding mental health or behavioral issues in order to support the treatment process for eligible students.

Represent the District on various District and community committees, task force groups, and advisory councils to discuss best practices, exchange information, resolve problems, and assess student needs pertaining to mental health.

Conduct individual and group clinical supervision, diagnostic interviews, case consultation sessions, and assessments.

Provide training and support for Mental Health Clinicians on crisis intervention; provide post-crisis consultation and collaboration for mental health staff in order to ensure ongoing quality improvement.

Monitor budget for assigned mental health programs.

Develop and implement policies and procedures pertaining to mental health programs.

Monitor and analyze current staffing needs; project future staffing allocations.

Perform ongoing evaluation of mental health programs to monitor progress of outcomes, quality of services, and changing needs of students.

Demonstrate cultural competency in relationships with students, families, and school/District officials within the academic setting by communicating with students and parents in an interpersonally skilled manner using courtesy, tact, diplomacy, sensitivity, patience, and professionalism.

May develop proposals to obtain grants for specific mental health programs.

Support staff in medical billing requirements.

Operate a computer, assigned software, and other office equipment.

Drive a vehicle to various sites to conduct work.

Conduct needs assessments, set goals for programs, and define and address programmatic and training issues; plan, develop, and deliver professional development.

Adhere to the legal and ethical requirements and standards of the individual's licensing board, Health Insurance Portability and Accountability Act (HIPAA), and Federal Educational Rights and Privacy Act (FERPA).

Coordinate and monitor mental health operations to ensure compliance with established standards, guidelines, and regulations; implement standards; evaluate procedures and standards; modify standards, guidelines, policies, and procedures as appropriate.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the

work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices used to plan, coordinate, manage, and evaluate mental health programs.
Federal, state, and county codes, procedures, and laws related to the delivery of mental health services, Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPPA), and Family Educational Rights and Privacy Act (FERPA).
Federal and state special education laws and regulations, and California Education Code.
Clinical therapeutic and evaluation methods and techniques.
Theory and practice of psychosocial rehabilitation treatment modalities such as individual and group therapy, crisis intervention, and diagnostic evaluation and assessment.
Methods and techniques used to develop treatment plans and coordinate care or mental health service programs for children and adolescents.
Psychotropic drugs and their manifestations.
Supervision, leadership, and training methods and techniques.
Cultural competence, diversity concepts, and skill development pertaining to service delivery for persons of diverse backgrounds.
Interpersonal skills using tact, patience, courtesy, and empathy.
Current technology and trends in the profession.
Operate standard office equipment, including computer and assigned software.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Plan, organize, manage, and implement clinical mental health services to provide for the delivery of mental health assessments, treatment, and interventions for eligible students.
Establish performance expectations and provide timely, effective, and meaningful coaching and feedback that motivates employees to achieve goals and provides for skill development.
Create a positive work environment and help employees connect to District mission and goals.
Demonstrate a commitment to quality public service and advance the District's mission and goals in all interactions with students, parents, and staff.
Develop and design program objectives, procedures, and evaluation techniques.
Coordinate components of the mental health program with other agencies and programs.
Organize and prioritize workload in order to meet timelines.
Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact, and diplomacy.
Provide prompt, efficient, and responsive service.
Meet schedules and timelines.
Analyze issues and complex problems pertaining to mental health services and identify, define, and develop logical solutions and alternatives.
Analyze situations accurately and adopt an effective course of action.
Exercise appropriate judgment in answering questions and releasing information.
Analyze and project the consequences of decisions and/or recommendations.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Communicate effectively both orally and in writing.
Treat students, families, and fellow employees with courtesy, respect, and empathy.
Establish effective working relationships with staff, employee representatives, and the public representing diverse cultures and backgrounds.

Work effectively, both independently and as a member of a team.
Collect, compile, and analyze data thoroughly and accurately.
Prepare comprehensive narrative and statistical reports.
Operate a variety of office equipment, including computers and assigned software.
Read and process a variety of publications and write documents following prescribed formats.
Consider a variety of factors when using equipment.
Interview, select, train, supervise, and evaluate the performance of assigned personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Master's degree or higher in psychology, mental health counseling, marriage family therapy, social work, or related and a minimum three (3) years of recent, full-time, post-masters experience in a mental health program providing case management and/or counseling and crisis intervention to children, adolescents, and their families, including at least two (2) years of experience directly supervising Mental Health Clinicians. Experience with students in a K-12 public school setting receiving special education services is preferred. Bilingual (Spanish/Arabic) is desirable.

LICENSES AND OTHER REQUIREMENTS:

Current licensure (of one of the following) by the State of California as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), or accreditation as a Child Psychologist or Child Psychiatrist.
Current registration with the California Board of Behavioral Science Examiners.
Appropriate continuing education (CE) requirements to supervise assigned staff.
Must possess a valid California driver's license and ability to maintain qualification for automobile insurance coverage.
Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid Card is required. Online certificates are not accepted.
Maintain up-to-date certificate in CPR and First Aid.
Maintain certification and training in de-escalation and behavior management techniques.

WORKING CONDITIONS:

ENVIRONMENT:

The job is performed in a generally clean and healthy indoor and outdoor work environment.
Driving a vehicle to conduct work.
Subject to attending meetings and conducting work during day, evening, weekend, and holidays, and being on-call during off-duty hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and by telephone, make presentations, and facilitate collaboration.
Dexterity of hands and fingers to operate a computer keyboard and other assigned equipment.
Seeing to read and perform primary functions of classification and view computer screens.
Sitting, standing, or walking for extended periods of time.
Kneeling, bending at the waist, reaching overhead, above shoulders, and horizontally to retrieve and store files and supplies.
The majority of work is light to medium and may require lifting and/or moving up to 25 pounds.
Physical ability to act in an emergency situation.
Operate vehicle to conduct work.

HAZARDS:

Contact with dissatisfied or verbally escalated individuals.

Traffic hazards.

Exposure to infectious diseases.

Sharp objects.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

G.B. 06/25/19; P.C. (New)

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025