

Gahanna-Jefferson School District Position Description

Position Title: Mental Health Specialist Coordinator
Reports To: Director of Special Education
FLSA Status: Exempt
Revision Date: September 6, 2018

SUMMARY: Develops, implements and manages a comprehensive district counseling program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates and monitors the district comprehensive counseling program.
- Identifies, in cooperation with the administration and staff, the mental health needs of the District, and designs programs and initiatives to address those needs.
- Develops and administers a comprehensive counseling program including working with students, staff and parents.
- Counsels groups or individual students including the diagnosis and treatment of mental health and emotional disorders.
- Coordinates and provides response to mental health crises throughout the District.
- Coordinates and partners with community mental health agencies to develop and manage District counseling initiatives.
- Manages the District counseling budget.
- Develops relationships of trust with parents, guardians and staff that allows for effective treatment of students.
- Provides ongoing consultation to educational teams and to counselors.
- Coordinates and monitors safe and drug free district programming, anti-bullying initiatives and media risk efforts.
- Provides training/workshops for staff and parents as needed.
- Helps to maintain confidentiality and security of counseling records.
- Provides ongoing supervision to counselors in their residency period for the State of Ohio and facilitates intern and practicum placements to address mental health needs.
- Maintains knowledge and executes implementation of ethical standards as adopted by the Ohio Revised Code.
- Other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Master's Degree in Counselor Education; Doctoral Degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensed Professional Clinical Counselor; Supervision Designation and/or Licensed Independent Social Worker.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or concerns from staff members, community members or regulatory agencies.
- Ability to write correspondence, speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to administrators, public groups and Board of Education.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Ability to interpret and apply knowledge of current research and theory in the field of education.
- Ability to establish and maintain effective working relationships with students, staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk and hear. Specific vision abilities required by this job include close vision and distance vision. Frequent driving is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is interactive in nature. This may include small group meetings, one-on-one discussions, and frequent visitations from District personnel and members of the community.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.