

BLOOMFIELD SCHOOL DISTRICT
Job Description

Position: Behavior and Mental Health Coordinator

Supervisor: Director of Special Services

Work Schedule: 210 Days

Job Summary: The Bloomfield School District Behavioral and Mental Health Coordinator will drive a paradigm shift to a comprehensive, district-wide, fully integrated and tiered social emotional support system. The Behavioral and Mental Health Coordinator will develop a school-based mental health program where students learn skills necessary for emotional regulation, distress tolerance and mindfulness, recognize the signs of anxiety, depression and suicide, and have access to appropriate school-based and community services. This position will also assist with direct crisis services.

Minimum Qualifications:

1. Eligible for NM School Psychologist, Counselor or Social Worker License
2. Demonstrate effective Communication Skills
3. Demonstrate positive public relation skills and the ability to work with multiple organizations
4. Demonstrate efficient organization skills
5. Ability to work with a diverse community
6. Ability to inspire and motivate others throughout the school district
7. Encourage, seek and accept feedback from supervisor and peers

Desired Qualifications:

1. Master's degree in School Psychology or Clinical Psychology preferred;
2. Three years clinical experience in public school setting preferred;
3. Ability to demonstrate broad knowledge of school systems' functioning, educational law, curriculum and instruction, classroom and behavior management, models for working with diverse populations, including students with disabilities and models for school-based practice

Essential Functions:

1. Lead the development and implementation of a social emotional/mental wellness program with the following objectives:
 - Increase student life skills
 - Decrease student feelings of depression, anxiety, hopelessness and suicide ideation
 - Increase student prosocial behaviors and social competence
 - Decrease in school and out of school suspensions
 - Decrease staff time devoted to handling student behavior challenges
 - Increase student attendance and perceptions of positive school culture through models such as Positive Behavior Intervention Supports (PBIS)
2. Identify current mental health capacity and areas of need
3. Research and identify successful, evidence-based models for providing school-based mental health services
4. Develop a plan for an evidence-based continuum of school-based mental health services which address all tiers of need:
 - School-based prevention and universal intervention using PBIS as the foundation for development and implementation
 - Early identification of students with mental health and behavioral concerns
 - Targeted school interventions with community support

- Intensive school interventions with community support
 - Intensive community interventions with school support
5. Develop a protocol for the roles and responsibilities for each member of the mental health program including the District Crisis Team
 6. Create an early identification, response and referral system
 7. Develop policies and procedures for assessment, intake, goal develop, progress monitoring, increasing or decreasing services, and exit
 8. Develop policies and protocols for communication between school administration and mental health staff and other providers
 9. Develop protocols to address crisis related to psychosocial challenges and mental illness
 10. Collaborate with Nurse Coordinator Position to implement site-based whole child services.
 11. Assist in School Health Advisory Committee meetings as well as maintenance of School Health Policy.
 12. Share with and elicit feedback from school leaders on developed systems and protocols to ensure that said systems and protocols address needs of students and school community and can be implemented with appropriate support and training.
 13. Serve as a resource to school leaders in areas related to instructional strategies, school attendance, discipline, student social emotional needs and child abuse recognition and reporting.
 14. Consult with school leaders on social emotional or mental health needs related to entire student body and individual students
 15. Work closely with school leaders on whole-school issues, such as school climate, staff self-care, and retention of teachers
 16. Collaborate with school leaders on universal interventions for students such as peer mediation, conflict mediation, restorative practices and communication strategies.
 17. Provide training and professional development for staff and families around children's social-emotional and mental health issues
 18. Access and coordinate community-based resources including professional personnel and public mental health clinics and agencies; develop positive relationships with relevant agencies to increase access for students
 19. Demonstrate sensitivity and skills needed to work with families, students, and staff from diverse cultures and backgrounds.

Supervisory Responsibilities:

Provide feedback and assistance to administrators in completion of site mental health provider evaluations.

Confidentiality:

Due to the sensitive nature of this position and access to student records the highest degree of confidentiality is required.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 lbs.), reaching, squatting, kneeling.