

Anoka-Hennepin Independent School District #11
Job Description

Title: Assistant Director of Student Services for Mental Health
Department: Student Services
Reports to: Director of Student Services
Prepared Date: July 20, 2020

SUMMARY OF RESPONSIBILITIES

Direct the development, implementation, budget, and evaluation of districtwide student mental health services, including building public/private collaboration, program design and monitoring, lead district crisis response team, and procure and manage mental health grants.

DUTIES AND RESPONSIBILITIES

- Design, coordinate and implement districtwide student mental health services, create policies and procedures, consistent with school district's policies and state and federal law.
- Develop and manage an annual budget for school-based mental health program. Work with Finance Department to establish, implement, and maintain systems to monitor revenue sources and expenditures.
- Manage the daily operations of the school-based mental health system, including chemical health.
- Recommend mental health professional staffing ratios. Provide final approval in hiring decisions for the contracted mental health professionals
- Accountable for the overall effectiveness of the mental health service program and services.
- Work collaboratively with private and public agencies to assure appropriate community services, to prevent duplication of services between agencies, and to facilitate successful mental health intervention for children and families.
- Dotted line supervisory relationship with the master's and/or doctorate level providers employed by contracted mental health agencies. Responsible for their district onboarding and holds the indirect reports and agencies accountable for district policy and procedure compliance.
- Evaluate mental health vendors for partnership and lead the vendor contracting process.
- Manage contracted vendor relationships, including resolving conflicts, disputes, and problems related to contracted mental health providers. Responsible for mental health contract compliance. Direct the vendor roles and services to ensure collaboration with building administration and support staff.
- Create and manage contingency plan to ensure service provision for students and families when contracted therapist positions are open due to vacancies.
- Develop procedures and processes to care for and evaluate the care of students that may be at risk for depression, anxiety, cutting, other self injurious behaviors and/or suicide ideation or attempts.

- Direct the procedures related to the recording, collection, retention, maintenance, and dissemination of student mental health data, and complete all state and federal reports as required by district, state or federal government.
- Write grants to apply for county, state, federal, and/or private funding for mental health services. Provide deliverables for awarded grants and be accountable for adherence to grant guidelines and reporting requirements.
- Prepare and present reports to the School Board, Superintendent, Student Services or other district departments regarding the mental health trends, strengths, needs and proposed changes within the mental health service program.
- Coordinate mental health services provided by consultants and /or outside service providers.
- Collaborate with building Principals, Program Supervisors and Special Education Directors to ensure student mental health concerns are identified and resources provided.
- Coordinate and/or conduct staff development efforts appropriate to the needs of regular education staff, administrative staff, and parents with regards to mental health concerns in the school setting.
- Participate in appropriate districtwide committees for the purpose of ensuring collaboration in safety and health/wellness concerns within the districtwide goals for all students.
- Consult with Director of Student Services to coordinate the work of district school social workers, counselors, and school psychologists.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervise the Chemical Health Prevention Specialist. Dotted line supervision with third party employed mental health therapists working in district schools and programs. Perform supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Master's degree in Psychiatry, Social Work, or related Mental Health field. Minimum five years experience in children's mental health; including experience as a clinician and as a program administrator or Director preferably in an educational setting; or equivalent combination of education and experience. PsyD preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Current valid Minnesota license in a mental health field.

KNOWLEDGE, SKILLS & ABILITIES

Skilled in verbal and written communication to/with a diverse audience.

Ability to respond to common inquiries or complaints from administrators, teachers, other District employees, the general public and the School Board.

Ability to effectively present information to administrators, teachers, other District employees, the general public and the School Board.

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.
Ability to maintain regular attendance, which includes completing an assigned day.

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 regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.