

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Mental Health Consultant  
**Department:** Student Services  
**Reports to:** Associate Superintendent for Middle Schools  
**Prepared Date:** September 20, 2012

**SUMMARY OF RESPONSIBILITIES**

Direct the development, implementation and evaluation of district-wide student mental health services, including building public/private collaboration, program design and monitoring.

**DUTIES AND RESPONSIBILITIES**

- Design, coordinate and implement district-wide student mental health services, create policies and procedures, consistent with school district's policies and state and federal law.
- 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.
- 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.
- 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 Consultants 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 district wide committees for the purpose of ensuring collaboration in safety and health/wellness concerns within the district wide goals for all students.
- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

**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.