



This job description supports student achievement by ensuring potential certificated employees meet the highest employment standards for positions in the Palmdale School District

Director of Mental Health Services

Brief Job Description of Position:

This position supports student achievement by planning, developing, implementing, supervising, and evaluating mental health programs and services within the district. This position provides leadership and supervision for the delivery of social emotional and counseling services to the schools, including crisis intervention, mental health development, assisting families by facilitating access to school-based and non-school based mental health services and resources, and other agency referrals and continuing education.

Duties and Responsibilities:

1. Supervise Counselors, Social Emotional Learning Specialists, Interventionists, and regionalized programs including but not limited to foster and homeless youth.
2. Collaborate with other school and district staff (including but not limited to school social workers, restorative justice providers, school counselors, SELs, etc.) to provide coordinated services to students.
3. Manage support services provided to foster and homeless youth by working collaboratively with school sites.
4. Serves as liaison to Department of Children's Services, Mental Health, and Probation.
5. Serves as Homeless/Foster Families and Juvenile Justice liaison.
6. Maintains liaison with city, county and state agencies concerning youth, including initiation and follow-up referrals.
7. Develops and revises District policies to meet law changes.
8. Collaborates with parents/guardians, educators, and community agencies to assist students with educational, career, and life planning.



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9. Organize developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
10. Ensure the implementation of the school counseling programs within the district as outlined by the American School Counselor Association (ASCA).
11. Train relevant staff in the L.A. County's Department of Mental Health (DMH) School Threat Assessment Response Team (START) process within the district in order to identify students at-risk for school wide threats, facilitate the referral process, assist with monitoring of students on campus, and manage implementation of support services.
12. Manage the on-site School Based Mental Health process by working collaboratively with local agencies and mental health therapists.
13. Accurately and appropriately use assessments to ensure fidelity of structuring individual and group counseling services.
14. Support implementation of AB 854 and other relevant legislation pertaining to foster youth and support implementation of services of McKinney-Vento legislation pertaining to the homeless youth program.
15. Work collaboratively with the Department of Mental Health (DMH) and the organization's related services in order to support students through the service referral process, facilitate linking students to a variety of services, progress monitoring, mental health service plan development, and crisis prevention and response.
16. Provide oversight of the student referral process, collaboratively facilitate the intake process, and manage ongoing service delivery.
17. Supervise the delivery of student and parent education on topics that include mental health, trauma awareness, social skills, conflict mediation, grief, drug prevention, and other social emotional issues that impact and influence learning.



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18. Assist staff members in addressing student behavior with alternative means to suspension, in resolving welfare and attendance problems and concerns.
19. Consult and collaborate effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
20. Plan, implement, and participate in professional development as required.
21. Manage protocols for service delivery and ensure uniformity for low-income, foster, and homeless students across school sites.
22. Work collaboratively with the ERICs (Educationally Related Intensive Counseling services) program, which provides intensive counseling services and home/parental support to students with disabilities district wide.
23. Knowledge of public and private mental health systems (including structures, programs, services and resources), counseling skills, threat and risk assessment, and crisis response.
24. Serve as district Title IX Coordinator.
25. Performs other duties, as assigned.

Position Qualifications

1. A Master's degree from an accredited college or university in special education, psychology, counseling, or related mental health field.
2. Possession of a valid administrative credential.
3. Minimum of three years successful experience providing full-time, public school service in psychology, counseling, or other mental health related services.
4. Minimum of three years progressive experience working as a Principal or Assistant Principal; or possession of a Doctoral degree.



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Salary

Appropriate placement on the current salary schedule.

Reporting Relationship

Reports to Assistant Superintendent, Special Education Student Services.