

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Classified Personnel Services**

**Classification:**

**MENTAL HEALTH SERVICES MANAGER**

**Salary Range: 26**

**Employment Category:**

**Management/Supervisory**

**FSLA Designation: Exempt**

**Job Summary:**

Under the direction of the Senior Director of Special Education, the Mental Health Services Manager is responsible for the administration of the District's mental health services. This position monitors compliance regulations and oversees administrative functions for the program, including clinical supervision, program and staff development, clinical consultation to District staff, students, parents, and families.

**Essential Job Functions:**

- **Plan**, organize, implement, control and direct the District's mental health services; monitor and assure regulatory compliance with Education and Mental Health Codes for the District's Mental Health programs and services, policies and procedures to enhance mental health services effectiveness and operational efficiency; resolve issues and provide input concerning program standards.
- **Oversee** administrative functions and provide clinical supervision and direct services of assigned staff; assure clinical documentation is completed appropriately; review and audit charts and clinical notes to assure quality and continuity of care.
- **Coordinate** and provide clinical consultation to District staff, students, parents and families; respond to parental concerns as needed; as with caseworkers, probation officers, community and support services, respond to inquiries and provide detailed and technical information concerning related local and State laws, codes, regulations, policies and procedures pertaining to Mental Health programs and services.
- **Manage**, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures for work schedules and prioritization.
- **Provide** individual, group, and family therapy and social rehabilitative services; conduct clinical interviews to gather information, collect data, implement established treatment plans; observe and records student's behavior to assure effectiveness of plan; provide crisis intervention/individual counseling for students with clinical issues..
- **Prepares** the annual preliminary budget for assigned programs; analyze and review budgetary and financial data; provide budget recommendations for program maintenance and expansion for approval by the Director of Special Education and Assistant Superintendent of Student Support Services.
- **Direct** the preparation and maintenance of a variety of narrative and statistical reports, records and files related to programs, services, and analyze data in a variety of settings and ways; complete paperwork to support mental health and Medi-Cal billing.
- **Represent** assigned programs and services to local, State and federal agencies and officials; make presentations to the Board and others regarding matters related to Mental Health programs and services.
- **Attend** meetings and serve on committees; oversee a variety of in-services and professional development.

**Other Job Functions:**

- Provide consultation and direct services to school district staff, students and families.
- Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Maintain consistent, punctual and regular attendance.
- Resolve problems with tact and proficiency.

**Essential Job Requirements – Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Planning, organization, administration and control of the District's Mental Health programs and services. Applicable sections of State Education Code and other applicable laws, rules and regulations related to Mental Health programs and activities. District rules, regulations, policies and procedures. Principles, practices, methods and procedures involved in the observation, assessment and treatment of mental health and behavioral issues and problems among students. Mental Health therapy practices, procedures and techniques involved in the interpretation, diagnosis and treatment of students with behavioral and emotional disorders. Licensed Clinical Social Worker and Licensed Marriage Family Therapist legal and ethical laws, rules and regulations. Principles and practices of administration, supervision and training. IEP (Individualized Education Program) process and laws. Philosophy and principles of Positive Behavior Support. California and Federal regulations for behavior interventions for Special Education students. Individual and group counseling techniques. Non-violent crisis intervention techniques.

- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects up to 15 lbs; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer.
- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other atmospheric conditions include Fumes/Odors: Copier and copier products; paper dust generated from the use of paper goods, dust, etc.
- **Education and Training Required:** Master's degree in marriage, family, and child counseling psychology, or counseling with an emphasis in either marriage & family, and child counseling or marriage and family therapy Experience in mental health service delivery and administration, with experience in supervision, program development, management, evaluation, and staff recruitment. At least 5 years of successful experience in working with children, adolescents, and their families in the education and special education fields. Bilingual (Spanish-English) preferred.

**Licenses, Certifications and Testing Required:**

- Fingerprint/criminal justice clearance.
- Possession of a valid Marriage and Family Therapist (LMFT) or Clinical Social Worker (LCSW) License issued by the California State Board of Behavioral Sciences.
- Tuberculosis Clearance.
- Administrative Credential preferred.
- Must possess or have the ability to obtain a valid California Driver's License.