

JOB DESCRIPTION

January 2023

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

DIRECTOR, MENTAL HEALTH AND WELLNESS

General Purpose:

The Director, Mental Health and Wellness is responsible to the County Superintendent and works under the direct supervision of the designated administrator. This position is responsible for developing and leading sustainable integrated mental health and wellness programming across the county and region. While leading Placer County Office of Education Mental Health programs, the primary duties include establishing sustainable funding sources, providing guidance on the implementation of mental health policy, and establishing efficient and effective integrated mental health systems that are affirming to all students and that meet the broad needs of each and every child. This position will be an active member of department leadership and will support the leadership and development of program leads. This is a classified management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Engage county offices, districts, schools and community providers to understand system constraints and break down barriers to improving children's health.
- Oversee school-based mental health funding development including fee for service and Medi-Cal billing.
- Oversee clinical supervision program for staff within Prevention Supports and Services.
- Support local districts, including the Placer County Office of Education, and their schools in achieving mental health goals and priorities stated in their Local Control Accountability Plan.
- Provide technical assistance and guidance in preventative mental health frameworks (e.g., Interconnected Systems Framework).
- Provide guidance and technical assistance on the development of professional development opportunities that support the whole child.
- Attend and contribute to state-level policy meetings on mental health and mental related topics (e.g., fee for service and integration efforts)
- Identify mental health and wellness grants and lead the authorship of proposals.
- Establish grant reporting procedures, deadlines, and activities.
- Work with experts and partners in establishing evidenced-based implementation strategies for integrated mental health initiatives.
- Maintain partnerships with a wide variety of public and private agencies (Placer County Probation, Children's System of Care, courts, law enforcement, group homes, employment development, colleges, etc.) to support student achievement, coordinate activities and programs, exchange information, and maintain positive communication.
- Works with a variety of diverse community groups, including groups representing communities that have been historically marginalized and excluded from school systems.

- Encourage the involvement of "non-traditional" community organizations that can provide services that have a positive impact on mental health outcomes for students and families (clubs, sports, volunteer groups, etc.).
- Lead training, assistance, and initiatives that support child serving agencies in understanding and promoting healthy social and emotional development and protective factors in all children and their families.
- Coordinate crisis response efforts that support mental health and wellness.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Master's degree in psychology, public administration, education, social work, or related field is preferred.

Experience:

- Administrative experience is required.
- Experience working as part of a collaborative team is required.
- History of successful leadership in the mental health field is required.
- Knowledge of, or experience with, county health and human services is preferred.

Knowledge, Skills and Abilities:

- Knowledge of mental health interventions.
- Knowledge of the principles and practices of organizational leadership, including change leadership.
- Knowledge of regulations related to confidentiality and the sharing of information between agencies and schools.
- Knowledge of general principles of educational psychology, adolescent growth and development.
- Knowledge of principles, techniques, and strategies for team building and conflict resolution.
- Knowledge of school-based mental health implementation.
- Knowledge of implementation science.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.
- Skills and ability to plan, direct, and supervise the work performed by other managers.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Skills and ability to interpret, apply, explain, and enforce rules, regulations, policies and procedures.
- Skills and ability to accurately analyze complex problems, develop research-based solutions, adopt, and implement an effective course of action.

- Skills and ability to effectively plan, organize, and direct the development of the instructional program.
- Skills and ability to analyze, assess, and interpret statistical data to improve program outcomes.
- Skills and ability to establish and maintain cooperative and professional working relationships with individuals, groups, and public and private agency personnel.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Licensed or registered with the California Board of Behavioral Sciences as an Associate or Licensed Social Worker, Marriage and Family Therapist or Professional Clinical Counselor.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community. Travel throughout California is required.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

DIRECTOR, MENTAL HEALTH AND WELLNESS /PAGE 4

FLSA Status: Exempt

Employee Group: Classified Management

Salary Grade: Level 7

Reviewed and Approved:

Superintendent:  Date: 1/30/23

Human Resources:  Date: 1/27/2023