

**Job Title:** Behavior and Mental Health Specialist  
**Department:** Secondary Education  
**Reports To:** Executive Director, Secondary Education  
**FLSA Status:** Exempt  
**Salary Schedule:** ES lane 05



## **SUMMARY**

The Behavior and Mental Health (BMH) Specialist oversees and coordinates K-12 behavior and mental health support through a Multi-Tiered System of Support (MTSS); primarily focusing on Tier 3 interventions and mental health referrals for students in need. The BMH Specialist will work collaboratively with Responsive Services (Student and Support Services, Counseling, and SEL) to provide support, training, and resources for schools to increase their capacity to identify at-risk students and increase access to early behavior and mental health interventions.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Works collaboratively with WCSO, private community partners, and pre-approved vendors to oversee, maintain, and increase capacity for the behavior and mental health referral system for k-12 students.

Works collaboratively with school administrators, counselors, and stakeholders to coordinate behavior and mental health services for K-12 students to offer support, refer to services, follow up and monitor progress throughout treatment until termination of services.

Actively seeks out evidence-based practices for increasing trauma informed positive behavior support, intervention strategies, mental health resources, and restorative practices aligning with the District framework of safety, connection, and confidence for all students.

Serves as a member of a Multidisciplinary Team to consult and provide input from a clinical lens for assessing need, goodness of fit, and eligibility for students to access appropriate behavior and mental health services at Tier 3.

Collaborates with Counseling Coordinator to provide professional learning, support, and resources for school counselors related to behavior and mental health support and resources.

Works collaboratively with school teams for information gathering, data collection, interpretation, and meeting attendance to ensure sufficient tiered support has been offered prior to accessing Tier 3 services.

Conducts evaluations (behavioral rating scales, inventories, functional behavior interview assessments, classroom observations, etc.) and interprets data (from assessments, rating scales, etc.) to create Trauma Informed Behavior Intervention Plans and/or Crisis Management Plans, including fidelity checklists and data collection methods to ensure ongoing assessment and data based decision making.

Provides training, resources, modeling, and coaching support to school teams and teachers for implementing Tier 3 Behavior Intervention Plans, Crisis Intervention Plans, and schedules of reinforcement for students.

Provides training, resources, and coaching support based on outcome data and fidelity measures to ensure data based decision making before accessing increased at-risk support beyond Tier 3.

Maintains accurate and timely monitoring and student data tracking for compliance within Washington County School District Student Data Collection Procedures (Powerschool, etc).

Maintains responsive lines of communication among students, parents, school faculty, and community partners.

Assists in upkeeping the mental health web page on the WCSD website and social media efforts to provide resources and support for parents, students, and teachers.

Collaborates and communicates with school and District leaders in areas of behavior and mental health support to promote family engagement and assist in educating parents about best practices in behavior and mental health as it relates to supporting parents in their efforts to support their student(s), build relationships with their student(s), and connect them with needed resources. Organize and plan behavior and mental health educational opportunities for parents through outreach education, parent seminars, and other mediums of communication. Disseminate information about the efforts and programs in WCSD.

Provides collaboration opportunities and clinical supervision hours, as needed and assigned, for WCSD clinical staff working directly with students in schools to ensure consistency, ethical practice, and adherence to evidence based practices.

Attends all District, state and regional meetings associated with behavior and mental health support and restorative practices as required by the position and with administrative consent.

Seeks out opportunities for financial support through grants to support behavior and mental health.

Maintains a high level of ethical behavior and confidentiality in compliance with the Protection of Pupil Rights Amendment (PPRA) and the Family Educational Rights and Privacy Act (FERPA).

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The*

***requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.***

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to communicate with school staff, case managers, parents, administrators, colleagues, and others with efficiency, organization, and promptness in coordinating student services.

Maintains regular in-person, on-site visits with regard to meetings, collaboration, and fulfilling other assigned duties and responsibilities. Prioritizes on-site visibility and availability to school staff and others as necessary.

Ability to establish and maintain productive working relationships with staff, colleagues, and the general community.

Ability to work on multiple tasks and prioritize appropriately. Ability to complete assigned tasks with minimal supervision. Ability to organize office settings and work environments to efficiently accomplish tasks.

Ability to use correct and appropriate grammar, sentence structure, and spelling. Ability to compose clear, concise, and accurate written and verbal communication, messages, and written reports, evaluations, etc.

Ability to use computer technology efficiently including word processing, presentation software, Microsoft Office software applications, etc.

Ability to appropriately handle confidential information in accordance with District policies.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, and/or public groups.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Master's Degree from a four-year accredited college or university and a minimum of 5 years of experience as a mental health professional.

K-12 school experience preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain a valid Utah School Social Worker (K-12) License (or have a valid Utah DOPL Licensed Clinical Social Worker License AND be eligible to obtain a Utah School Social

Worker (K-12) License within one school year).

Board Certified Behavioral Analysis (BCBA) or Equivalent Experience or Certification preferred.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1).

**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 use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: <b>SEL Coordinator</b>			Date: <b>10/07/2020</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>10/22/2020</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description*

***and direct any questions regarding the position description to my department supervisor or the Human Resources Department.***

Print Name:	Date:
Employee Signature:	