

**TITLE: SCHOOL-BASED MENTAL HEALTH (SBMH) COORDINATOR**

**REPORTS TO:** Director of Special Education and Pupil Services

**DIRECTED BY:** Director of Special Education and Pupil Services

**JOB GOAL:** The SBMH Coordinator provides a critical link between our multi-level system of support and our community-based mental health service providers. The overall goal of this position is to improve the quality and effectiveness of our SBMH system in delivering mental health services to students throughout the district, and to improve the collaborative relationships between the student's families, teachers and school personnel, and clinicians.

**PERFORMANCE RESPONSIBILITIES:**

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed. *Other activities and responsibilities may be delegated by the Director of Special Education and Pupil Services.*

**Essential Functions**

1. Serve as the direct contact person between the school district and its community-based mental health services providers.
2. Handle referrals for SBMH services and process these referrals with the service providers.
3. Facilitate universal mental health screenings throughout the school district and coordinate the logistics of these screenings with the building principals.
4. Coordinate progress monitoring for students receiving services, analyze data, and deliver recommendations for improvement.
5. Provide students, families, community members, and school personnel with specific training and professional development around mental health related topics.
6. Partner with community-based mental health providers to maximize therapist availability, coordinate schedules, and seek additional partners or therapists, when needed.
7. Coordinate mental health services schedule with main building offices to ensure students attend scheduled appointments or therapists are notified of changes to schedule (e.g., absences, school-wide events, field trips, etc.).
8. Work with the pupil services department to seek additional funding sources and submit expenses related to the grant.
9. Develop reports for administrative and pupil services teams that provide information related to the grant's objectives and recommendations for program improvement.
10. Attend professional development opportunities related to mental health, trauma-informed schools, and other relevant trainings.

**Additional Job Functions**

1. Attend building pupil services meetings on a monthly basis.
2. Communicate with all key stakeholders efficiently and effectively.
3. Provide direct services to individual students, if schedule allows.
4. Collaborate with other school-based mental health coordinators to continually improve system.
5. Prepare articles related to school-based mental health for building and district newsletters.
6. Monitor and update Memorandums of Understanding (MOU) with current community-based agencies.
7. Attend applicable student problem-solving meetings as an active team member.
8. Maintain a record of phone conversations with families and community-based agencies.
9. Assist the district in applying for future mental health grants.
10. Perform other duties as assigned.

**DESIRABLE QUALIFICATIONS:**

1. Self-motivated and able to develop own schedule.
2. Has a positive attitude and effective communication skills.
3. Has effective writing skills and strong understanding of using data to drive decisions.
4. Focused on continuous improvement and able to develop program recommendations.
5. Strong organizational skills.
6. Strong interpersonal skills and ability to connect with others.

**EDUCATION AND EXPERIENCE**

1. Valid Wisconsin pupil services credential and licensure.
2. Background and experience in mental health services.

**TERMS OF EMPLOYMENT:** 90-105 contract days, as determined by the school district.

**EVALUATION:** Conducted annually by the Director of Special Education and Pupil Services.

Adopted: 8/20/2018