

**SACRAMENTO COUNTY OFFICE OF EDUCATION**  
**CLASSIFICATION TITLE: Coordinator, Mental Health and Wellness**

**DEFINITION**

Provides coordination and oversight of school-based mental health and wellness services to support district school sites and facilitates interagency collaboration related to these services. Coordinates and oversees the development, design, and delivery of school-wide mental health and wellness interventions, programs, and trainings. Ensures the delivery of clinically sound comprehensive programs within schools. Performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate administrator

**SUPERVISION OVER**

Technical and clerical personnel as assigned.

**DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

**Coordination of Services**

Coordinates and manages school-based mental health and wellness related support services; collaborates with educational and community partners locally and state-wide in the implementation of school-based mental health and wellness programs and initiatives, provides support to clinicians in collaborating with site educational staff and administration, in case consultation and advice concerning student status, diagnosis, and treatment; collaborates with public and private agencies to offer mental health services and programs that foster pro-social skills and appropriate behavior; provides clinical guidance and support to school-based mental health program administration and staff; manages and supports School-Based Mental Health Clinicians in the delivery of their services, including in the development of treatment and case plans and the facilitation of communication with and between families and mental health staff and providers; acts as a resource to Local Education Agency (LEA) staff members regarding mental health and wellness services; reviews referrals of students who need intensive mental health services; collaborates with mental health triage specialists; develops and/or implements a system of universal screening for early identification of students at risk; selects, trains and supervises School-Based Mental Health and Wellness Clinicians and other assigned staff; monitors program compliance; oversees preparation and submission of Medi-Cal documentation; collects data and prepares a variety of reports, including data entry and retrieval related to grant deliverables.

**Training and Professional Development**

Oversees and supports school-based staff in the assessment of training needs for parents, guardians, caregivers, and members of the educational team; coordinates the development, design and delivery of mental health and wellness related trainings to members of the educational team, and parents, guardians, and caregivers of students recommended for or receiving educationally based mental health services as appropriate.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a valid California Pupil Personnel Services Credential; possession of a master's degree in counseling, social work, or psychology desired; experience working with students in need of mental health services in a school setting and developing and delivering professional development required; administrative experience and possession of a clinical license (LMFT, LCSW, LPCC) desired.

**Knowledge of:**

Behavioral and education based mental health needs of students; mental health and wellness related community and state resources; behavioral change theories and practices including early intervention positive behavior supports; tiered intervention practices; brief counseling techniques and crisis intervention; effective staff development methods; methods of effective supervision including personnel selection, training, observation, assessment, and evaluation.

**Skill and Ability to:**

Establish and maintain effective working relationships with individuals and groups; conduct effective meetings and conferences; select, train, supervise and evaluate staff; communicate concepts and information accurately orally and in writing including the preparation of formal statistical reports, case histories, assessment, and intervention records; demonstrate effective liaison relationships with parents, schools, and agencies; coordinate activities from many sources for the benefit of an individual student; organize work and provide effective services within a limited timeframe; develop, coordinate and deliver relevant training to parents and professional development to staff; assist with program development; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and timelines; make decisions on a variety of program, technical, and clinical matters.

**Other Characteristics**

Possession of valid California driver's license and willingness to travel locally using own transportation to conduct work assignments.

Revised 5/2024

Revised 3/2024

Revised 1/17/2024

1/13/2021