SUPERVISOR ² MENTAL WELLNESS SPECIALIST
DEFINITION:
Under the direction of the Director of Prevention and Intervention, implements and manages aspects of
student programs related to student mental wellness and crisis response. This role will include leadership
and direct support to site mental wellness and guidance staff in the service of families throughout the
district as well as the Family Resource Center.
ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. x Screen, select, direct and evaluate performance of classified staff members. x

Supervisor-Mental Wellness Specialist - Continued Page 2  Effective communication strategies including verbal and written formats.  Federal and state laws concerning family rights and behavioral health services.  Evidence based practices and modalities (CBT, MFT, Second Step, Collaborative Problem-Solving)  Conflict resolution and group dynamics.  Operation of a variety of office equipment, a computer and assigned software.  Health Insurance Portability and Accountability Act (HIPAA).  Family Education Rights and Privacy Act (FERPA).  Objective and measurable goal writing.  Interpersonal skills using tact, patience and courtesy.  Correct English usage, grammar, spelling, punctuation and vocabulary.  Record-keeping and report writing techniques.  Child abuse mandated reporting policies and procedures.  Emotional, social and mental health issues related to school aged children.  Effective counseling strategies, child growth and developmental issues, crisis interventions.  Child abuse mandated reporting policies and procedures. 
Ability to: x Establish and maintain effective working relationships with parents, students, staff, and
community members. x

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Any combination equivalent to a master’s degree in counseling, psychology, social work, or related field
and three years of experience working with families or school-age children in an educational, individual, or
family therapy services setting. Experience working with “at-promise” students preferred.
LICENSES AND OTHER REQUIREMENTS: x Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), and/or
Licensed Clinical Psychologist or Licensed Professional Clinical Counselor. x Valid California Class C Driver’s License. x A minimum of one year's full-time experience in a position with a supervisory role in a public or
nonpublic school or agency working with mental health, crisis response, and/or social-emotional
learning is preferred.
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.  Hearing and speaking to exchange information in person and on the telephone.  Seeing to monitor student behavior and read a variety of materials.  Dexterity of hands and fingers to operate assigned instructional equipment.  Bending at the waist, kneeling or crouching to file materials.  Sitting or standing for extended periods of time.  Reaching overhead, above the shoulders and horizontally.  Lifting, carrying, pushing or pulling objects up to 25 pounds.
WORK ENVIRONMENT:
Indoor office/classroom 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. The noise level in the work environment is usually moderate. Hazards include:  Contact with hostile or abusive individuals with unpredictable behaviors.
New Position 7/2020