



Little Rock School District

JOB DESCRIPTION

Position Title: Mental Health Coordinator- Health Services

Prepared Date: 03/31/2022

JOB GOAL:

To coordinate mental health service providers on all school campuses.

TERMS OF EMPLOYMENT:

Eleven (11) month (220 days) contract, Pay 802 Grade 13, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. A master's degree in Clinical Psychology, Social Work, or Advanced Practice Nursing.
2. At least three (3) years' experience as a mental health provider.
3. Ability to supervise staff.
4. Ability to work effectively with school staff, community members, and state administrators.
5. Evidence of strong organizational skills.
6. Strong interpersonal skills.
7. Evidence of strong oral and written communication skills.
8. Evidence of a strong commitment to quality desegregated education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Secure and monitor the contractual agreements between mental health service agencies in the Little Rock School District.
2. Adhere to professional supervision guidelines as established by the state licensing boards.
3. Promote and participate in the gathering, sharing and analysis of student and program outcomes as part of program evaluation, accountability, and quality assurance activities.
4. Be on-call for students/staff in crisis situations. Provide crisis intervention and coordination of treatment with necessary agencies.
5. Provide direct services when needed and submit appropriate documentation for reimbursement.



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6. Strive to maintain and improve professional competence.
7. Assist parents, staff and administrators in interpreting and using pertinent information relating to the mental health needs of pupils.
8. Formulates, clarifies and interprets the goals and objectives of the mental health program to pupils, building staff, parents and the community.
9. Perform other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.