

Window Rock Unified School District No. 8

Position Description

Position Title	Mental Health Specialist
-----------------------	--------------------------

Date Revised

Status

Certified

Salary Level

Teacher's Salary Schedule

Work Year

195 days

**Qualifications
Certificates/Licenses**

- Bachelor's Degree and a minimum of 36 graduate credit hours in Psychology and/or Counseling
- A minimum of three (3) years successful teaching experience or prior counseling experience
- Intensive coursework in the principles and practice of educational guidance; educational testing and measurement; counseling; the organization and administration of counseling services; and the psychology of learning
- Other qualifications as the Governing Board may deem appropriate

Job Goal

To participate in creating an educational environment that leads to learning and growth for special education students exhibiting significant difficulties; helps individual students to grow in self-understanding, self-esteem and in positive maximum use of their potential in all areas of their lives.

Essential Duties

- Plans, develops, implements and evaluates a counseling program which provides group or individual counseling services to students who have ineffective social skills, excessive fears and anxieties, substance abuse problems or are at-risk for academic failure, dropping out, suicide, etc.
- Special education students receive ongoing priority. Primary responsibility is to students labeled ED (emotional disabled).
- Consults with and counsels parents and families of troubled students; makes home visits on a regular basis.
- Works with school psychologists, teachers, administrators, school counselors, school social workers, chemical awareness specialists and others through consultations on matters relevant to the personal and social adjustment of students as well as their academic success, i.e., delivering indirect services to students.
- Develops an inter-Agency/Co-intervenor network consisting of all appropriate community resources for assisting troubled/at risk students and their families when multiple service interventions indicated and serves as liaison.
- Develops and maintains resources and contacts for appropriate in-patient placements outside of the community when community resources are inadequate to meet the students' needs.
- Represents the WRUSD #8 on the community Child Protection Team as needed.
- Provides staff development in the areas of counseling techniques, effective parenting, substance abuse education/prevention, behavior management, etc., for the special education staff and teachers and for other school employees upon request, e.g., regular staff, school counselors, administrators, etc.
- Maintains required case records and confidential files in compliance with federal and state regulations.
- Participates in workshop and conferences that promote continued development of professional skills and knowledge, e.g., AZ Department of Education training on counseling for emotionally handicapped an educable mentally handicapped student and regional/national conferences on at risk Native American students.
- Performs other work related duties as assigned.

Window Rock Unified School District No. 8
Position Description

Position Title	Mental Health Specialist
-----------------------	--------------------------

Physical Effort Physically comfortable, normal classroom work
Working Environment Normal classroom conditions

Supervision Given None
Supervision Received Building Principal and or Special Education Director

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board approved: