

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2019
SALARY SCHEDULE: # 26
CLASSIFIED ADMINISTRATIVE - OVERTIME EXEMPT**

COORDINATOR III - BEHAVIORAL HEALTH SELPA

DEFINITION

Under the direction of the Executive Director, the Coordinator III – Behavioral Health SELPA will oversee the provision of behavioral health services to district special education students referred for assessment and assistance with the goal of facilitating and promoting appropriate behavioral health in the school setting.

The Coordinator III – Behavioral Health SELPA will provide direction to and oversight of behavioral health services to SELPA students and will also oversee the MediCal billing for the Behavioral Health Program and work more specifically with District personnel in understanding Mental Health referrals and both Tier II behavioral supports.

EXAMPLES OF DUTIES

Screen and process referrals for behavioral health services for SELPA students from member districts;

complete required documentation for special education students receiving behavioral health services;

develop and oversee behavioral health programs for special education students;

participate in IEP meetings for SELPA students receiving behavioral health services;

provide information to IEP teams and students regarding services and support provided by other public and private community agencies;

provide inservice training to parents, community agencies, students, member district personnel, and others;

direct and provide oversight of behavioral MediCal services and billing;

work with documentation administered by contract providers;

monitor and evaluate the performance of behavioral health contract agencies;

serve as a liaison with the Community Advisory Committee to ensure an effective level of community involvement with SELPA behavioral health programs;

assist with the development of long and short range goals for the purpose of implementing regional behavioral health programs/services for SELPA students and complying with local, state, and federal regulations;

research, develop, and maintain contacts with residential service providers, in and out of state;

provide case management services for IEP-driven residential placements, in and out of state;

supervise, train, evaluate assigned classified staff;

develop and manage program MediCal budget;

develop policy for behavioral health services and/or behavioral trainings for SELPA and SELPA Districts;

attend collaborative meetings with other county agencies;

other duties as assigned.

QUALIFICATIONS

Knowledge of:

Willingness to stay abreast of current trends, innovations and practices in behavioral health service delivery, staff development and program oversight;

Willingness to stay abreast of current trends, innovations and practices in MediCal service delivery, staff development and program oversight;

evidence-based therapy and/or behavioral methods appropriate to meeting the needs of special education students and their families;

agencies and resources available to assist children;

federal and state laws concerning family rights concerning behavioral and/or and behavioral health services;

the Individual Education Plan (IEP) process;

Medi-Cal charting procedures;

Medi-Cal billing practices and required record keeping.

Ability to:

Abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional, efficient manner;

evaluate the efficacy of behavioral health and/or behavioral services to students and their families;

be creative and to make decisions based on sound educational principles;

establish successful working relationships and rapport with individuals and groups;

articulate ideas and information effectively to others;

work effectively with diverse individuals and groups.

Experience:

Two (2) years of experience providing social, behavioral, or behavioral health services to school-aged children;

three (3) years of experience in the tier II behavioral or tier III behavioral health planning process (including direct services, treatment plans, monitoring progress, and exit from service) desired;

two (2) years of experience providing training to a variety of stakeholders, including parents, educational staff, and/or community-based organizations desired.

Education:

Valid California Board of Behavioral Sciences Examiners (BBSE), Marriage Family Therapist (MFT), or Licensed Clinical Social Worker (LCSW) license or a credential allowing for School Psychological services

(PPS or the equivalent); or in the process of obtaining the required license which must be completed within the one year probationary period.

Master's degree from an accredited college or university and evidence of continued professional growth.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: rn

8/15/19

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