

Policy GFBQ: Job Description: School-Based Mental Health Specialist

Status: DRAFT

Original Adopted Date: 06/09/2025 | **Last Reviewed Date:** 06/09/2025

QUALIFICATIONS, ABILITIES, AND SKILLS:

- Current license to practice in Mississippi. One of the following licensures is required—LPC, LPC-S, LMSW, LCSW, **Psy.D., or Ph.D.** or a **Master's Degree** in School Psychology.
- National Certifications in the fields of Professional Counseling, Social Work, and/or Psychology are desirable.
- **Ability to lift a minimum of 25 pounds.**

REPORTS TO:

The Director of Special Education and the Director of Student Services & Federal Programs

JOB GOALS:

- Provide professional behavioral health services to decrease the negative impact of student mental and emotional behavior(s).
- Perform crisis intervention and community outreach services for students and their families.

AREAS OF RESPONSIBILITY:

- Knowledge of appropriate behavioral intervention strategies and effective implementation practices.
- Knowledge of child development and learning theory and applicable laws, rules and regulations of acceptable behavioral intervention .
- Knowledge and possession of interpersonal skills needed to manage crisis situations.
- Knowledge and ability to utilize records management systems and standard software applications.
- Knowledge of and demonstration of competence in communicating effectively with children and parents, staff members, and representatives of other agencies.
- Knowledge of performing risk assessments and the ability to determine the level of crisis and when it is the appropriate time to reach out to outside agencies.

JOB DUTIES:

1. Assist in developing, coordinating, implementing and monitoring individual behavior management plans for students with behavioral and/or mental health needs.
2. Ability to aid and provide support to staff in maintaining effective management of student behavior.
3. Must maintain and submit daily work-logs bi-weekly, which briefly details daily interactions with students assigned to one's caseload and provide crisis management for individual and/or small groups of students.
4. Participate as a member of the IEP and/or SET team as appropriate and assists all departments in developing positive behavior support systems, educational goals, and objectives related to behavior and mental health needs, when necessary.

5. Routinely conduct observations, complete risks assessments, and other behavior management reports.
6. Develop and implement professional development in areas related to behavioral and mental health including, but not limited to: educationally related mental health services; functional analysis assessment and data collection, positive behavior intervention and support plans, and evidence-based practices.
7. Attend meetings, in-services, school activities and meetings scheduled and/or requested.
8. Abide by respective licensing board Code of Ethics and all district, state, and federal ethical standards.
9. Maintain knowledge of current laws and regulations pertaining to individuals with exceptional behavioral needs.
10. Plans and organizes workload and adapt to changing work demands and work under varying degrees of stress.
11. Promote awareness, communication, and public relations between parents, community partner agencies regarding behavior and mental health services.
12. Ability to work collaboratively with staff, students and parents.
13. Performs all other duties and responsibilities assigned by the Director of Special Education and/or the Director of Student Services/Federal Programs to promote positive student behavior throughout the Jackson County School district.

TERMS OF EMPLOYMENT:

To be employed for 187 days per year. Salary to be established by school board policy GGBC. An additional supplement of \$1000 will be included in the salary for one of the following National Certifications: NCC, C-SSWS (credentialed by the NASW), and NCSP.

EVALUATION:

Evaluation of this position will be performed by the Director of Special Education and the Director of Federal Programs and Student Services.
