



Job Title: Behavioral Health Specialist
Assignment: Ashland High School
Reports To: Principal
Evaluated By: Principal
FLSA Status: Exempt

JOB SUMMARY

This position's primary purpose is to provide and coordinate mental health support connections for Ashland High School students. The Behavioral Health Specialist advocates for students' mental health needs through work with school teams. Duties include planning, organizing, and coordinating mental-health-related services for students and families, conducting safety assessments, and consulting with school administration, community agencies, and private practice therapists when needed. This position will also coordinate mental-health-related workshops, professional development, and training for staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation.

- Provide individual and group counseling for students of diverse backgrounds and different learning styles.
 - Maintain an equity lens in the completion of all job duties.
 - Conduct AHS student mental health assessments and, as needed, refer students and families to local mental health resources.
 - Participate in staff meetings, IEP meetings, and assist with 504 plans as needed.
 - Maintain appropriate confidentiality while complying with legal reporting requirements.
 - Collaborate with administrators, counselors, and other staff members to develop school-wide initiatives to make the High School safer and more effective.
 - Serve as primary mental health contact and manage partnerships with related public and private organizations, including tracking and following-up on referrals.
 - Conduct classroom visits to assist staff in creating a positive mental health climate and make appropriate recommendations.
 - Maintain accurate and complete student case management documentation as required by law, district policy, and administrative regulations.
 - Prepare and maintain a variety of reports, correspondence, and notices.
 - Maintain compliance with state and federal FERPA and HIPPA rules.
 - Maintain licensing and up-to-date knowledge of developments in adolescent mental health treatment.
 - Participate in training of teachers, educational assistants, office staff, families, and school volunteers in mental health issues.
 - Comply with relevant federal and state laws, board policies, and administrative regulations.
 - Meet the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045).
 - Reach logical conclusions using quality decision-making processes based on available information, evidence, and data.
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KNOWLEDGE, SKILLS, AND ABILITIES

- **Knowledge:**
 - Child and adolescent development, mental illness and applicable treatments.
 - Modern methods, techniques and procedures used in family and child counseling.
 - Crisis intervention techniques and the uses and effects of psychotropic medications.
 - Applicable laws, ordinances, regulations, and district administrative policies.
 - Local and state juvenile justice system.

- **Skills and Abilities:**

- Counseling and therapeutic processes and procedures.
- Conducting assessments and evaluations.
- Applying crisis intervention techniques.
- Case management.
- Observation and documentation related to behavioral and mental health.
- Maintaining clear and concise chart notes following professional standards, state regulations and department protocol.
- Tact, discretion, initiative and independent judgment within established guidelines.
- Organization, priority setting, meeting deadlines, and following up on assignments with minimal direction.
- Strong verbal and written communication skills.
- Collaborative problem solving working with diverse populations of students, families, and colleagues.

OTHER DUTIES AND RESPONSIBILITIES

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications, and job scope but should not limit the incumbent nor the organization to the work identified. We expect every employee to offer their services wherever and whenever necessary, to ensure the meeting of school and district goals.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and abilities required.

Education and Experience: Master's degree (M.A.) and minimum of two years' experience working in mental/behavioral health with adolescents.

License/Certification: Valid board certification through the Mental Health and Addiction Counseling Board (MHACBO).

Interpersonal Skills: Strong verbal and written communication; values inclusion of all voices and shared decision-making and management through collaboration. Works well with diverse communities; focuses on resolving conflict; maintaining confidentiality; listening without interrupting; remains calm and open to others in tense or difficult situations.

Technology: General skills and knowledge of computer usage and the ability to use and understand various software systems.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to communicate with others, including understanding and being understood. While much of the work will be completed in an office or classroom environment, the employee will need to move between buildings and throughout the District. This position requires use of various digital systems, software, and hardware for communication, budgeting, and compliance. This position will require some travel outside the District.

WORK ENVIRONMENT

The work environment characteristics described here represent those 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 low to moderate, but occasionally high depending upon student activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

VALUES

The District is focused on eliminating systemic racism and its impact on student learning. ASD is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service. Ashland Public Schools is an equal opportunity and affirmative action employer.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Laurie Rooper	Prepared Date: February 2021
Reviewed By:	Review Date:
Adopted:	

I have read and understood this job description.

Signature:

Date:
