

Anoka-Hennepin Independent School District #11
Job Description

Title: Assistant Director of Student Services for Mental Health & Emotional Wellness
Department: Student Services
Reports to: Director of Student Services
Prepared Date: May 2022

SUMMARY OF RESPONSIBILITIES

Assist in the direction of Student Services programs and activities for the Anoka-Hennepin School District with a focus on student mental health, chemical health, and emotional wellness including: direction of the development, implementation, budget, and evaluation of district wide student mental health services, building public/private collaboration, program design and monitoring, lead district crisis response team, procure and manage mental health grants, and educational excellence and equity. Responsible for program development, implementation, budget preparation and monitoring, staff supervision, program evaluation and reporting, and interface of programs with other District and/or community programming. Ensure access to full participation, resources, and services for all Anoka-Hennepin students and families through the following duties:

DUTIES AND RESPONSIBILITIES

- Assist the Director with planning, implementation, and management of programs, staff and activities including Achievement and Integration Minnesota (AIM) Plan and Budget, Multi-Tiered Systems of Support (MTSS), Equity Achievement Plan, School Guidance and Counseling.
- Design, coordinate, and implement district wide student mental health services, create policies and procedures, consistent with school district's policies and state and federal law.
- Develop and manage an annual budget for school-based mental and chemical health programs. Work with the Finance Department to establish, implement, and maintain systems to monitor revenue sources and expenditures.
- Manage the daily operations of the school-based mental health system, including chemical health.
- Research and recommend mental and chemical health professional staffing ratios. Provide final approval in hiring decisions for the contracted mental health professionals
- Accountable for the overall effectiveness of the mental and chemical health service program and services.
- Work collaboratively with private and public agencies to assure appropriate community services, to prevent duplication of services between agencies, and to facilitate successful mental health intervention for children and families.
- Responsible for onboarding of private and public agencies and holds the indirect reports and agencies accountable for district policy and procedure compliance.
- Evaluate mental health vendors for partnership and lead the vendor contracting process.
- Manage contracted vendor relationships, including resolving conflicts, disputes, and problems related to contracted mental health providers. Responsible for mental health

contract compliance. Direct the vendor roles and services to ensure collaboration with building administration and support staff.

- Create and manage contingency plan to ensure service provision for students and families when contracted therapist positions are open due to vacancies.
- Direct the procedures related to the recording, collection, retention, maintenance, and dissemination of student mental health data, and complete all state and federal reports as required by district, state or federal government.
- Direct and monitor procedures and processes to care for and evaluate the care of students that may be at risk for depression, anxiety, cutting, other self-injurious behaviors and/or suicide ideation or attempts.
- Write grants to apply for county, state, federal, and/or private funding for mental and chemical health services. Provide deliverables for awarded grants and be accountable for adherence to grant guidelines and reporting requirements.
- Prepare and present reports to the School Board, Superintendent, Student Services or other district departments regarding the mental and chemical health trends, strengths, needs and proposed changes within the mental health service program.
- Collaborate with building Principals, Program Supervisors and Special Education Directors to ensure student mental health concerns are identified and resources provided.
- Coordinate and facilitate MTSS planning and implementation in collaboration with building principals, Director of Curriculum, Instructional, and Assessment, and other Student Services assistant directors.
- Coordinate and/or conduct staff development efforts appropriate to the needs of regular education staff, administrative staff, and parents with regards to mental and chemical health concerns in the school setting.
- Participate in appropriate district wide committees for the purpose of ensuring collaboration in safety and health/wellness concerns within the district wide goals for all students.
- Coordinate the work of district school social workers, counselors, and school psychologists in collaboration with special education directors and student services assistant directors.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervise the Chemical Health Prevention Specialists and provide work direction to Social-Emotional Learning Teacher (TOSA). Oversight of all K-12 social workers and social work interns. Dotted line supervision with third party employed mental health therapists working in district schools and programs. Perform supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Master's degree in Psychiatry, Social Work, or related Mental Health field. Minimum five years experience in children's mental health; including as a program administrator in an educational setting; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current valid Minnesota K-12 Administrative license preferred.

PREFERRED EXPERIENCE

MN license in a mental health field, school social worker, or school psychologist preferred. Previous experience working with diverse communities preferred; knowledge of the Anoka-Hennepin school community preferred. Teaching and/or administrative experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

Skilled in verbal and written communication to/with a diverse audience.

Ability to respond to common inquiries or complaints from administrators, teachers, other District employees, the general public and the School Board.

Ability to effectively present information to administrators, teachers, other District employees, the general public and the School Board.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.