

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Behavior Intervention Program Supervisor	REPORTS:	Coordinator/Director, Special Education
DEPARTMENT:	Special Education	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	255
ISSUED:	March 21, 2013	SALARY:	Range 29

BASIC FUNCTIONS:

Under the general direction of the Director and/or Coordinator of Special Education or designee, plans, organizes, develops and implements the educationally-related mental health services program for students eligible for special education and supervises and trains behavioral health counselors for the program. This position also evaluates and formulates department priorities and recommends strategies for effective program operation.

REPRESENTATIVE DUTIES:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

DISTINGUISHING CHARACTERISTICS:

The Behavior Intervention Program Supervisor is responsible for the management, development, and implementation of an educationally-related mental health program for students eligible for special education. The program supervisor oversees the mental health services provided and works closely with school District personnel to monitor and assess mental health issues that affect students and schools. The Behavior Intervention Program Supervisor is responsible for the supervision and training of counselors that provide mental health services to student eligible for special education. The Behavior Intervention Program Supervisor also provides educationally-related mental health services to students that require mental health services in order to benefit from special education and are referred by the Individualized Education Plan (IEP). The Behavior Intervention Program Supervisor identifies the behavioral health needs of students and develops goals and objectives for implementation through the IEP.

The clinical supervisor will review and supervise behavior intervention counselors and ensure that the recommendations for educationally-related mental health services for students are appropriate and within the guidelines of federal, state, and local regulations.

E = ESSENTIAL FUNCTIONS:

MINIMUM REQUIREMENTS:

1. Administers the operations of the educationally-related mental health program; develops implements and monitors work plans to achieve IEP goals and objectives; and participates in developing, implementing and evaluating of the educationally-related mental health program. **(E)**
2. Supervises and trains behavior intervention counselors and monitors and evaluates counselors' assessments and goals for the students. **(E)**
3. Oversees and directs counseling activities for assigned school sites; oversees and directs the preparation of assessments, individual therapy plans and case management plans for referred students; establishes a system for tracking progress made by students and participates as a team member in IEP meetings. **(E)**
4. Manages and directs crisis interventions. **(E)**
5. Works in collaboration with multiple districts, city, county and private agencies in a school-based and school-linked integration model to direct and manage the delivery of counseling services to students and their families.
6. May provide individual, group and family therapy services; conduct interviews, assessments and observations; participates in special assessments, individual therapy plans, and other meetings; refers students to other agencies; maintains log of incoming referrals, case openings and closings and case dispositions. **(E)**
7. Oversees and ensures maintenance of student counseling files and case management files and records; maintains log of incoming referrals, case openings and closings and case dispositions; oversees maintenance of and audits detailed documentation for clinical charts.
8. Oversees the submission of documents for eligible individuals to Medi-cal billing program; submits evaluations of programs as required. **(E)**
9. Other duties as assigned by supervisor.

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Master's degree in social work, psychology, counseling, and guidance or related field.

Licensed Clinical Social Worker (LCSW) or licensed Marriage and Family Therapist (MFT) by California Board of Behavioral Sciences (BBS).

Three years of counseling experience as a LCSW or MFT working with a community service or social work organization involving at-risk children and families.

Two years experience providing clinical supervision (may be combined with counseling experience).

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the district's vehicle insurance policy.

KNOWLEDGE OF:

- Theory, principles and practices of behavioral health and clinical social work.
- Principles, practices, methods and protocols for interdisciplinary case management.
- Federal, state and local laws, regulations and codes regarding standards of practice for behavioral health, case management and related services.
- Methods and techniques for assessing child and family behavioral health issues and family case management needs.
- Community resources and services applicable to carrying out assigned case management and social services responsibilities.
- Child, adolescent or developmental psychology and group dynamic theories and practices.

ABILITY TO:

- Plan and coordinate the operations of a district behavioral intervention clinic.
- Train and supervise staff.
- Assess eligibility for participation in counseling or case management program.
- Obtain sensitive and confidential information through personal interview.
- Interact effectively with parents and children of diverse backgrounds and experiences.
- Provide counsel on difficult, sensitive and confidential matters often involving issues that are emotionally upsetting.
- Establish and maintain case records, files, reports and other materials.

WORKING CONDITIONS:**ENVIRONMENT:**

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents and the public.
- May come in contact with hostile people.
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders, and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

FUNDING:

CONTINUITY OF THIS POSITION IS BASED ON CONTINUED AVAILABILITY OF FUNDING.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Behavior Intervention Program Supervisor and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourage both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: March 21, 2013