

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – BEHAVIORAL HEALTH PROGRAM SERVICES

BASIC FUNCTION:

Under the direction of the Chief Student Services Officer , plan, organize, supervise and coordinate the daily activities and operations of Behavioral Health Services continuum; develop and integrate comprehensive and effective school-based behavioral health services continuum provided to children and families birth through 22 years of age throughout Fresno County; coordinate assigned activities with other departments, districts, outside agencies and the public; and supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer behavioral health services, assessment center, and treatment programs; work with the Chief Student Services Officer to monitor and assess essential topics affecting children, families and districts in the matter of behavioral health services.
- Assist in reviewing superintendent policies, administrative regulations, proposed legislation and changes to laws concerning behavioral health services; stay abreast of new trends and innovations in the field.
- Communicate with other administrators, personnel, governmental agencies, outside organizations and the public to coordinate activities and programs, exchange information and resolve issues or concerns.
- Direct the preparation, analysis, processing and distribution of departmental correspondence, forms and documents and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Establish goals, priorities, and systems for current, proposed, and continuing programs.
- Manage, develop, coordinate, and assess behavioral health services, participate in the development and implementation of goals, objectives, policies and priorities for the Behavioral Health Services Department; oversee the implementation of assigned programs; recommend within department policy, appropriate services and staffing levels; recommend and administer policies and procedures: develop strategies to resolve complex administrative, fiscal, and operational issues.
- Monitor and evaluate operations of assigned program and functions for effectiveness and operational efficiency; receive and respond to staff and public input concerning related needs.
- Participate in the development and preparation of the annual preliminary budget for assigned programs and functions; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
- Provide input on planning, organizing and implementing long and short-term objectives and related activities designed to develop assigned programs and services.
- Provide technical expertise to administrators, staff, outside organizations, and others concerning program operations and activities, which include but are not limited to response to inquiries, resolving issues and conflicts, and providing detailed and technical information concerning behavioral health services.
- Support the coordination of staff development activities, including but not limited to behavioral health staff, administration and classroom staff to identify areas of improvement and to develop procedures for enhancements in support of professional learning.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans,

strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.

- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Collaborate with assigned supervisor, Chief Student Services Officer, directors, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program and behavioral health program; assure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with the Chief Student Services Officer and school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program including behavioral health of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs and behavioral health programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to meet deadlines based on need and to attend evening and weekend meetings/conferences as assigned.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Medi-Cal budgetary, billing, reporting and auditing requirements.
- Possess high levels of clinical knowledge of behavioral health disorders including mental health and substance abuse disorders, treatment, health regulations, laws and ethics.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, Welfare and Institution Code, Local, State and Federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Collaborate with other system of care partners to ensure an integrated seamless system is achieved.
- Coordinate communications, information, personnel, and resources to ensure smooth and efficient activities in job assignment and/or assigned program.
- Direct the maintenance of a variety of reports and files related to job assignment and/or assigned program.
- Formulate and develop appropriate systems, policies, standards and procedures in compliance with a variety of federal, state, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency.
- Plan, organize, coordinate, and implement operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- Work with and understand cultural diversity within student population(s).
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree in Psychology, Social Work, Education or related field preferred.

EXPERIENCE:

- Five years increasingly responsible experience working with behavioral health in an educational setting.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear California Administrative Services Credential.
- Valid California Pupil Personnel Services Credential with School Psychology Authorization preferred.
- Valid California Board of Behavioral Sciences license in one of the following: Marriage and Family Therapist (MFT), Licensed Clinical Social Worker (LCSW) or Licensed Professional Clinical Counselor (LPCC); licensed Educational Psychologist (LEP) or a valid license as a California Licensed Psychologist preferred.

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: December 1, 2017

Revised: July 1, 2018