

Clinical Program Leader, Social Emotional Educational Collaborative (SEEC)

POSITION DESCRIPTION

Under the direction of the Mt. Diablo Unified School District (MDUSD) and Contra Costa County Children's Mental Health, the *Social Emotional Educational Collaborative (SEEC)* with unconditional regard, provides Mt. Diablo Unified students special education and mental health services in the least restrictive setting in order to prepare them to be independent and functioning students and citizens in their local communities.

The Clinical Program Director oversees the daily operations of one or more Social-Emotional Education Collaborative (SEEC) programs and holds the overarching vision of MDUSD Special Education Department. The Clinical Program Director ensures the most comprehensive and effective school-based mental health program, works collaboratively and closely with the site Principal and school administration team, School Psychologist, Behavioral Health Specialist team, and instructional classroom staff teams to ensure educational and mental health services are provided and documented in a way that demonstrates compliance with all county, state, and federal regulations. This is a district-wide position with sites assigned by the Director of Special Education, with the possibility of being assigned to multiple SEEC programs.

DIRECTLY RESPONSIBLE TO

Executive Director, Special Education, and to the administrator of the special program(s) to which they are assigned.

DUTIES AND RESPONSIBILITIES

- Develop and implement program models and service methods including evidenced-based practices to successfully address the multifaceted needs of the population, including blending instructional, therapeutic, and behavioral practices.
- Facilitate and maintain relationships with other site and district administrators, county mental health, community-based organizations, community resources, and county agencies including probation, behavioral health, and social services.
- Provide clinical group supervision and other individual/dyadic supervision as assigned.
- Provide clinical consultation to licensed clinicians.
- Support development and maintenance of PBIS methods of data collection and incentive program implementation with recognition of student progress.
- Manage and analyze in-depth outcomes data and service delivery effectiveness in order to inform service provision and maintain adherence to the service model.
- Provide appropriate professional development to program staff.
- Provide direct services to support, guide, and triage intensive therapeutic needs in the milieu/classroom settings including support calls, crisis response, conflict mediations, family engagement, and reentry meetings from suspension and hospitalization.
- Provide parent-student conferencing as needed for intensive therapeutic and disciplinary intervention needs, in coordination with assigned BHS.

- Coordinate and provide incoming tours, orientation meetings and intakes for triaged/matriculating students.
- Attend and support IEP team meetings.
- Support site administration with social-emotional and restorative justice curriculum and discipline practices.
- Facilitate and coordinate the use of support rooms or alternative calming spaces.
- Support development and revision of school safety protocols (5150, crisis, physical management, etc.) in coordination with Site administration/leadership team.
- Provide milieu coaching support to staff and support team conflict resolution as necessary.
- Provide assistance to staff navigating the educational environment and blending of systems in a supportive and approachable manner.
- Orient, train, and support set-up of new hires to all necessary networks, site duties, and paperwork.
- Provide intensive oversight and supervision on all clinical documentation and mental health paperwork: Review and sign off on all Utilization Review, Openings, Closings (ERMHS & Medi-Cal) before CMH review for Medi-Cal paperwork. Review and sign all IEP Mental Health Services Updates for unlicensed staff, including consultation for development and alignment of treatment goals with IEP goals.
- Collaborate with site and district administration who provide personnel evaluation and supervision of program staff.
- Manage BHS Caseloads and oversee case management needs.
- Collaborate with site and district administration regarding budget and spending for SEEC materials and supplies
- Participate in district and site Mental Health Steering meetings and site support meetings.
- Maintain Medi-Cal and ERMHS documentation for all direct milieu, collateral, and linkage billable services provided.
- Facilitate and support a crisis support team using site crisis team protocols.
- Clinical Director position is inclusive of all job duties and responsibilities of a Behavioral Health Specialist II position (without caseload assignment).
- Caseload maximum is zero (0) students.

MINIMUM QUALIFICATIONS

- Pupil Personnel Services (PPS) credential in school counseling, school psychology, or social work.
- Master's Degree in behavior analysis, psychology, counselor education, social work, or related field.
- Three (3) years experience providing mental health therapy services or counseling and guidance support in a California school district, county office of education, or county mental health authority with a school-age population.
- Three (3) years experience in the behavioral health plan process (including direct services, developing and monitoring behavioral support plans, treatment plans, monitoring progress, termination of services).
- Two (2) years experience in Medi-Cal charting.

- Valid California Board of Behavioral Sciences Examiners (BBSE) Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Licensed Professional Clinical Counselor.
- Will have had the 15-hour clinical supervision course required to supervise ASW's (inclusive of AMFT's) before starting any clinical supervision.

Required Skills

- Ability to forge excellent working relationships with all staff on campus and across district.
- Ability to blend clinical knowledge with school site behavioral and academic expectations.
- Capacity to function as a clinical conduit with administrative staff, present clinically relevant material, and facilitate a consensus driven decision regarding discipline and program decisions.
- Strong capacity to think critically, assess shifting priorities, and manage time for meeting complex program and student needs.
- Capacity to facilitate group meetings where participants feel included and understood.
- Capacity to listen to the concerns of others without taking feedback personally.
- Willingness to look at self and take responsibility for actions.
- Ability to hold professional demeanor and professional boundaries with all staff adhering to professional code of ethics (NASW, CAMFT, BBS).

DESIRED QUALIFICATIONS

- Two (2) years experience providing training/psychoeducation to parents, school district staff, and/or community-based organizations.
- One (1) year experience in a leadership role.
- One (1) year experience providing clinical supervision.

WORK YEAR/SALARY

"Professional Work Day."

190 days

Extended School Year (ESY) services requirement, at prorated daily rate, as assigned by Executive Director, Special Education.

New Salary Range 5% above BHS II salary schedule - Mt. Diablo School Psychologist Association (MDSPA) Clinical Program Leader salary schedule appended

Work Days 190 Salary Range New as enclosed

Position	Job Code		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 8	STEP 11	STEP 14	STEP 17	STEP 20	STEP 25
Psychologist	PSYCHOLOGIST	Daily	386.94	406.29	426.53	447.92	470.32	472.82	475.32	477.82	480.32	482.82	486.57
		Annual	77,388.00	81,258.00	85,306.00	89,584.00	94,064.00	94,564.00	95,064.00	95,564.00	96,064.00	96,564.00	97,314.00
BehaviorHealth Specialist II	BEHAVHLTH2	Daily	386.94	406.29	426.53	447.92	470.32	472.82	475.32	477.82	480.32	482.82	486.57
		Annual	77,388.00	81,258.00	85,306.00	89,584.00	94,064.00	94,564.00	95,064.00	95,564.00	96,064.00	96,564.00	97,314.00
BehaviorHealth Specialist I	BEHAVHLTH1	Daily	294.76	309.5	324.98	341.23							
		Annual	58,952.00	61,900.00	64,996.00	68,246.00							
Social Emotional Educational	SEECPL	Daily	406.287	426.6045	447.8563	470.316	493.836	496.461	499.086	501.711	504.336	506.961	510.8985
		Annual	81,257.40	85,320.00	89,571.00	94,063.00	98,767.00	99,292.00	99,871.00	100,342.00	100,867.00	101,392.00	102,179.00