

Humboldt County Office of Education

**PROGRAM DIRECTOR I**  
**EDUCATIONALLY-RELATED MENTAL HEALTH SUPPORT SERVICES**  
Management

**Position Summary**

Under the general direction of the SELPA Director, the Program Director I for Educationally-Related Mental Health is responsible for the program providing appropriate mental health services to students in the Humboldt-Del Norte SELPA. The Program Director I is responsible for all facets of the program including planning, implementation, and monitoring of services, budgets and staff.

**Minimum Qualifications**

Knowledge of:

1. Principles, techniques and trends in counseling, behavior intervention strategies, ERICS (Educationally-Related Intensive Counseling Services) best practice strategies and educational strategies to assist students
2. The biological, behavioral, and environmental aspects of emotional disturbances
3. The scope and activities of public and private health and welfare agencies and other available community resources
4. Principles and techniques of consultation within a educational community
5. Development and maintenance of cooperative, constructive, relationships with clients, school staff, parents, members of other professional disciplines, and agencies
6. Knowledge of applicable laws and regulations pertaining to Special Education and regular education

Experience and Training:

1. Pupil Personnel Services (PPS) credential in school psychology, school counseling or school social work
2. California licensure as a MFT (Marriage and Family Therapist), LCSW (Licensed Clinical Social Worker), or Licensed Educational Psychologist
3. Substantial experience working in K-12 schools providing mental health and/or special education services to K-12 students, preferably providing clinical supervision for staff
4. Administrative Services Credential desired at time of hire or obtained within 2 years of hire date.
5. Valid California driver's license

**Examples of Duties and Responsibilities (May include, but not limited to the following)**

1. Pre-referral counseling for possible SDC (special day class) students
2. Provide professional advice and recommendations regarding students who meet referral criteria and to offer strategies on pre-referral interventions when needed.
3. Attend IEPs as appropriate
4. Provide monthly oversight/collaboration of ERICS services for programs in SELPA, conducting or arranging for staff development as appropriate.
5. Conduct SELPA staff development as appropriate in the areas of mental health development and dysfunctions, CPI/protective safety strategies, social skills development, LRE interventions, parent intervention strategies, etc
6. Coordinates with SELPA Director to effect student transitions when needed to more intensive settings, e.g. NPS (Non-Public School) or residential placement; or less intensive settings, e.g. district special education services

7. Responsible for ensuring compliance with federal and state regulations as well as local policy and procedures regarding ERICS.
8. Provide coordination with outside agencies that provide ERICS, e.g. County Mental Health, private non-profit agencies, residential agencies; to maintain legal compliance, and high quality services for students
9. Coordinate with local agency efforts to serve and maintain students in the least restrictive environment possible, e.g. IPSU, regional center, private providers
10. Assist the SELPA Director with ERICS service delivery plans and development of MOUs (memorandum of understanding) for services
11. Assist in the personnel evaluations, supervision and coordination of Humboldt County Psychologists, Behaviorists and other department personnel.
12. Provide consultation services to district staff, parents and agencies on ERMHS services
13. Attend SELPA meetings as appropriate
14. Assist SELPA Director with development of policies and procedures regarding ERICS for students
15. Maintains current records on students receiving ERICS in the SELPA
16. Provides quarterly reports on the scope and effectiveness of ERICS
17. Facilitation and Mediation of IEPs when needed
18. Serves as a member of the Leadership Council
19. Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities.
20. Participates in appropriate regional and statewide professional meetings.
21. Recommends new procedures and changes in existing procedures governing the implementation and management of the department.
22. Prepares and manages assigned budget.
23. Performs other duties as required.

**Physical Requirements** *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

**Additional Requirements**

Individuals who serve in management positions provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.