



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 58-2020/21  
DOCUMENT NO. 31-2020/21  
DATED: 06/28/21

**BEHAVIORAL HEALTH SUPERVISOR**

<b>DEPARTMENT/SITE:</b> Health & Wellness Department	<b>SALARY SCHEDULE:</b> Classified Supervisory <b>SALARY RANGE:</b> 13 <b>WORK CALENDAR:</b> 218 Days
<b>REPORTS TO:</b> Director of Health and Wellness	<b>FLSA:</b> Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Health and Wellness, the Behavioral Health Supervisor supervises and coordinates the activities of Behavioral Health Clinicians engaged in providing behavioral health services to students as identified by the Director of the Health and Wellness department. This includes clinical supervision, maintaining confidential records, caseload management, crisis intervention, individual, group and family counseling and compliance with program policies and procedures. In addition, the Supervisor develops and conducts employee performance evaluations and disciplinary action when needed. The incumbents in this classification provide the school community with behavioral health services which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

- Assists in the evaluation of evidence-based interventions and therapeutic treatment modalities.
- Communicates with other administrators, personnel, and outside agencies to coordinate behavioral health services, resolve conflicts/issues, and exchange information.
- Conducts home visits as needed.
- Directs and provides oversight for behavioral health therapy services; coordinates work schedules and locations for Clinicians and other behavioral health staff; provides regularly scheduled clinical meetings and professional development to ensure all behavioral health clinicians have ongoing support in the provision of best practices.
- Ensures the quality of clinical services is maintained through individual and group supervision.
- Ensures clinical records are accurate, current and meet program compliance.
- Maintains confidentiality of information for the purpose of meeting privacy requirements.
- Manages caseloads for clinical staff.
- Participates as a member of the referral team in the review of all information and records that are provided by the school districts and other agencies as part of the referral process for determining the need for behavioral health services.
- Plans, organize, and direct behavioral health programs in order to provide a continuum

of behavioral health services in compliance with federal and state regulations.

- Prepares and maintains a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Provides back-up clinical care to students when assigned staff are unavailable.
- Provides in-service training to parents, community agencies, district personnel and others.
- Provides leadership to educationally-related behavioral health staff in identifying student needs and in the implementation of appropriate behavioral health interventions; provides ongoing technical expertise, information, and assistance to program staff.
- Reviews documentation and conduct annual file audits to ensure that evidence-based theories, techniques, and legal and ethical requirements of the Board of Behavioral Sciences are followed.
- Trains, supervises, and evaluates staff assigned to the programs; interview and select employees.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Principles, techniques, and trends in counseling, psychotherapy and various treatment modalities
- Biological, behavioral and environmental aspects of emotional disturbances, mental disability, or substance abuse
- Physical, intellectual, social, and emotional growth patterns of students
- The scope and activities of public and private health and welfare agencies and other available community resources
- Principles and techniques of mental health consultation, education and prevention within the community
- Computer usage and related software applications
- Principles and practices of supervision
- English usage, grammar, punctuation, and spelling

### **Skills and Abilities to:**

- Plan and manage projects, requiring flexibility and prioritization to meet deadlines
- Prepare and maintain accurate records
- Establish and maintain effective working relationships, including collaborating with a team
- Work with interruptions and possible crisis situations
- Communicate effectively and concisely, both orally and in writing
- Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems
- Work confidentially and with discretion
- Analyze situations accurately and adopt an effective course of action

## **RESPONSIBILITY:**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives. There is continual opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)*

**EDUCATION REQUIRED:**

Master's degree from an accredited university and/ or college with major coursework in clinical social work, psychology, and counseling or closely related field required. Must be licensed and in good standing with the Board of Behavioral Sciences.

**EXPERIENCE REQUIRED:**

One year experience in supervision and provision of mental health services, social services, case management and counseling with children.

**LICENSE(S) REQUIRED:**

- Licensed as a Clinical Social Worker (LCSW) or a Marriage and Family Therapist (MFT)
- Valid, current California Driver's License to drive to various work locations, including making home visits

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - o Criminal Justice and FBI Fingerprint Clearance
  - o Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- This job is performed in an indoor office environment
- Significant amount of time sitting, with some walking and standing
- Occasional lifting, carrying, pushing, and/or pulling objects such files and boxes
- Manual dexterity to operate a keyboard, handle paperwork, and use other office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen