

**Washington Latin Public Charter School
2019-2020**

Job Title: Director of Mental Health

Responsible to: Principal

Job Purpose:

The Director of Mental Health will manage a team of mental health professionals, including but not limited to school counselors, the school psychologist and social workers. The role of the Director is multidisciplinary and involves collaboration with various stakeholders, including students, parents/caregivers, teachers, administrators and outside agencies in order to coordinate the most effective and appropriate care for students inside and outside of the classroom. The Director of Mental Health will support and supervise all mental health staff; to foster and promote the personal growth of all students, especially those requiring mental health support; to serve as a resource concerning social-emotional and psychological needs of students and staff; and to understand and follow the mission of the Washington Latin Public Charter School.

Expectations of the DIRECTOR OF MENTAL HEALTH

- Provide weekly (or as needed) supervision to all members of the mental health department, including counselors, school psychologist and social worker
- Complete yearly evaluations for all mental health staff
- Provide professional development to mental health staff, as needed
- Educate faculty and staff on various mental health issues throughout the school year
- Participate in New Teacher Orientation; train all new staff on Mandated Reporter laws and WLPCS's policy
- Establish counseling groups in both Upper School and Middle School based on student need
- Provide appropriate counseling, individually and in small groups, to children/adolescents ages 10-18, including students in general education and those receiving IEP and 504 plan services
- Contribute to the health component of students with psycho-educational needs as outlined in their IEPs (Individualized Education Program)
- Provide appropriate referrals to students and their caregivers for mental health or other community support programs
- Maintain accurate and timely documentation of services provided
- Design programs for students and parents on wellness and mental health issues
- Collaborate with Principal, Director of Student Life, and Deans of Students to develop curricula appropriate for teachers to implement to address student needs/issues
- Serve as a member of the Student Support Team (SST)
- Support the vision and goals of the mental health team
- Maintain a professional level of both confidentiality and inclusion

Essential Job Obligations:

These are the **core obligations** of every staff member at WLPCS:

Professional obligations to STUDENTS:

- Manage and appreciate students
- Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored
- Establish and consistently administer high academic and personal expectations for students
- Attend important outside activities of students where appropriate
- Carry out assigned student oversight duties (lunch, study hall, homeroom, bus, field trips, testing, etc.)
- Hold oneself to the same standards to which one holds students

Professional obligations to COLLEAGUES AND ADMINISTRATORS:

- Be respectful of one's colleagues and administrators in word and deed
- Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators
- Be present at as many after-school activities as possible
- Discuss any complaints with those directly involved
- Participate fully in all faculty meetings
- Assist with admissions visits as needed
- Be responsible with the limited resources of the school
- Fulfill the responsibilities and conditions of employment detailed in the Faculty Handbook
- Substitute for colleagues whenever necessary
- Alert the administration about any contentious interactions with students or parents

Professional obligations to PARENTS:

- Recognize the partnership between school and home as a crucial component of a student's experience in school
- Respond to all parent phone calls and emails in a timely, courteous manner
- Present oneself as a professional at all times
- Work with parent volunteers
- Alert the administration about any contentious interactions with parents

Professional obligations to ONESELF:

- Actively pursue professional development opportunities
- Join all relevant educational organizations or one's continued growth
- Discuss with your supervising administrator any particular conditions that make life at WLPCS for enjoyable and productive
- As much as possible, maintain some healthy balance of professional and personal time

This job description does not state nor is intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.