

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Program Manager, Mental Health Resource Center	<b>REPORTS TO:</b>	Chief Student Services Officer
<b>DEPARTMENT:</b>	Student Support Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	030 AASD
<b>REVISED:</b>	June 18, 2013		

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**BASIC FUNCTION:**

Manage the Mental Health Resource Center; plan, organize, and implement a variety of grant funded programs and activities to improve the mental health status and educational achievement of students; provide prevention and intervention activities to reduce violence and drug use among high-risk students; supervise assigned personnel.

**REPRESENTATIVE DUTIES:**

Manage the Mental Health Resource Center, providing mental health services to students and families in targeted schools. *E*

Plan, organize, develop and implement a variety of grant funded and external agency funded programs and activities geared to improve the mental health status and educational achievement of students. *E*

Oversee professional mental health staff who provide diagnosis and assessment. *E*

Develop standards, policies, and procedures; determine therapy goals. *E*

Provide clinical interventions and technical expertise. *E*

Facilitate collaborative partnerships; lead cooperative efforts with service providers and other agencies to develop student mental health programs. *E*

Communicate with other administrators, staff, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect assigned programs and services; present reports and initial findings as assigned. *E*

Develop, prepare and oversee the department budget; monitor compliance with regulations and expenditures from various funding sources; analyze and review budgetary and financial data including cost reporting; control and authorize expenditures in accordance with established limitations. *E*

Provide technical expertise, information, and assistance to the Chief Student Services Officer regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Chief of unusual trends or problems and recommend appropriate corrective action. *E*

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Review appropriate legislation to assure district compliance with laws and procedures and make recommendations on changes that may result in more efficient operation of the district. *E*

Supervise assigned classified staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a degree and five years of post-license experience in management of children’s mental health services. Experience in grant management, multi-agency collaboration, and working in or with schools or school districts is desired.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Clinical Social Worker License (LCSW), or  
Valid Marriage and Family Therapist (MFT) License, or  
Valid Clinical Psychologist License, or  
Accreditation as a Child Psychiatrist.  
Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Public mental health system under the auspices of County Health and Human Services Agency.  
Theory and practice of treatment modalities.  
Medical requirements and protocols.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision, and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Provide leadership and direction to assigned program.  
Provide clinical expertise to mental health staff.  
Set standards and meet goals.  
Manage multiple budgets and contracts.

Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Train and evaluate assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Revised 6.18.13 – BOE approved effective 7.01.11

Revised 3.26.04—PeopleSoft

Job Code 1845

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