



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Mental Health Team Lead TOSA**  
 Job Family: **Licensed**  
 Prepared/Revised Date: **May 17, 2023**

FLSA Status: **Exempt**  
 Pay Range: **T Salary Schedule**  
 Job Code: **21119**

**SUMMARY:** Responsible for partnering with other Mental Health Intern and Fellowship Supervisor(s) to develop and implement the internship and fellowship program, including direct supervision of all Mental Health Interns and Fellows. Provide individual and group clinical supervision to Mental Health Interns and Fellows. Collaborate with district departments, administrators, counselors, special service providers, community, and state agencies to promote student well-being and safety. Responsible for grant management and support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>DESCRIPTION OF JOB TASKS</b>	
1.	Collaborate with other Mental Health Intern and Fellowship Supervisor(s) to develop and maintain an internship and fellowship program that includes interviewing, training, managing, assigning, and supporting Mental Health Interns and Fellows. Provide support and oversight of the on-boarding and training program. Provide ongoing individual and group clinical supervision.
2.	Conduct regular supervision meetings and ongoing consultation. Support a system of data collection for the interns and fellows. Use data to inform practices, as an annual summary is created.
3.	Provide oversight and management of grant, including the Mental Health in Schools Fellowship Program; a partnership between PSD and Colorado State University (CSU). Work with Finance and Human Resources to allocate funds appropriately, monitor budget(s) and provide reports when requested.
4.	Function as a member of the mental health team. Collaborate with mental health specialists, school counselors, school social workers and school psychologists. Support with group clinical supervision and consultation.
5.	Consult and act as a resource with interns, fellows, and other staff on matters such as mandated reporting, suicide risk assessments, student safety, multi-tiered systems of support, and ethical behavior in schools related to the code of ethics.
6.	Demonstrate a commitment to: <ol style="list-style-type: none"> <li>a. Understand, appreciate, and make accommodations for student and staff diversity.</li> <li>b. Support the learning and professional growth of a diverse group of interns and fellows.</li> <li>c. Include and engage families in the student’s education.</li> <li>d. Support all Poudre School District policies, procedures, and expectations.</li> <li>e. Provide personal and professional excellence.</li> </ol>
7.	Collaborate: <ol style="list-style-type: none"> <li>a. With teachers, support personnel, administrators, colleagues, and community agencies around matters related to mentors/fellows to improve student outcomes.</li> <li>b. With colleagues in team and building-based meetings and discussions.</li> <li>c. With CSU to support the management of the grant and the internship and fellowship program.</li> </ol>
8.	Assist staff/interns/fellows in developing and implementing plans to support student needs, provide direct services with students and families in partnership with interns/fellows or other school staff, and support with district crisis events and recovery processes.
9.	Support district-wide training initiatives related to mental health, trauma-informed practices, and suicide prevention.
10.	Attend work and arrive in a timely manner.
11.	Perform other duties as assigned.



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree in social work preferred; Master’s degree in Counseling with at least 5 years’ experience on PSD Mental Health Team accepted.
- Minimum of five years of clinical experience required.
- Supervisory experience preferred.
- Experience working within a K-12 and/or post-secondary educational system preferred.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado Department of Education (CDE) Special Services License required.
- Licensed clinical Social Work (DORA) preferred.
- Valid Colorado driver’s license.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem-solving skills.
- Strong facilitation and conflict resolution skills.
- Bilingual oral and written communication skills preferred.
- Understanding of mental health of children and adolescents.
- In depth knowledge in suicide assessment and prevention.
- Working understanding of the impact of mental health issues and the effects of trauma on students’ ability to learn.
- Ability to assess students’ individual needs and develop appropriate support plans.
- Ability to work supportively with staff and administrators to provide an effective learning environment.
- Must model highly ethical behavior and standards.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to maintain honesty and integrity in all aspects of the job.
- Knowledge and understanding of Poudre School District Board of Education policy and Colorado State law.
- Experience with grant writing, grant management and reporting.
- Ability to work in a variety of settings and respectfully respond to a variety of individual and student circumstances.
- Ability to communicate with a variety of external partners and maintain positive relationships.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Mental Health and Prevention Coordinator	
<b>Direct reports:</b>	Interns and Fellows (varies by year)	15-45



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel	X			
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	