



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Early Childhood Mental Health Specialist** FLSA Status: **Exempt**  
 Job Family: **Licensed** Pay Range: **T Salary Schedule**  
 Prepared/Revised Date: **March 8, 2023** Job Code: **21122**

**SUMMARY:** Responsible for providing intake and making referrals for individual, family, and group mental health services to enrolled children and families in Early Head Start, Head Start and Pre-K. Serve as a team member to supplement school or district resources as they assess, refer, or intervene with students. Provide consultation to individuals and school and district teams, including reflective supervision for home visitors. Lead/Co-Lead or consult in professional development and parent education regarding mental health issues related to early childhood students, families, and staff.

**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.*

Description of Job Tasks
1. Manage intake and referral caseload and assist with the development of intervention plans for enrolled children and their families when schools, families, or staff members require mental health supports.
2. Assist enrolled children and families to connect with appropriate community resources. Communicate and collaborate with community agencies on behalf of enrolled students and families.
3. Provide ongoing consultation to and collaboration with staff members, including ongoing reflective supervision to the early childhood home visiting staff.
4. Collaborate with teachers, support personnel, administrators, colleagues, and community agencies to improve student outcomes. Collaborative opportunities could include: <ul style="list-style-type: none"> <li>a. Regular Mental Health meetings</li> <li>b. Team and building-based meetings</li> <li>c. MTSS meetings as needed</li> <li>d. Student conferences as needed</li> <li>e. Professional growth opportunities for staff and families</li> <li>f. Relevant outside agency and organization meetings</li> </ul>
5. Communicate and collaborate with community agencies on behalf of students and families.
6. Maintain confidential student records.
7. Maintain documentation for program evaluation and required program information report (PIR) for Head Start.
8. Assess enrolled children’s social and emotional development and risk of harm to others.
9. Lead/Co-lead professional development and parent education related to mental health issues, supports and self-advocacy.
10. Respond to district crisis events that include ECE staff and families, as well as assist in recovery process.
11. Demonstrate a commitment to: <ul style="list-style-type: none"> <li>a. Understand, appreciate, and make accommodations for student diversity</li> <li>b. Engage families in their student’s education</li> <li>c. Support all Poudre School District policies, procedures, and expectations</li> <li>d. Provide personal and professional excellence</li> </ul>



Description of Job Tasks
12. Participate in: a. Multi-disciplinary diagnostic and placement teams b. Department, team, building, and district meetings and discussions c. Student and/or family conferences and other meetings d. Professional growth opportunities
13. Attend work and arrive in a timely manner.
14. Perform other duties as assigned.



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's Degree in a Mental Health Field.
- Minimum of five years of experience in youth treatment in mental health related field.
- Clinical experience preferred.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Valid Colorado Special Services Professional License with proper endorsement.
- CPR and First Aid Certifications encouraged.

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

- Clinical experience (individual, group, and family) preferred.
- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Bilingual oral or multi-lingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Knowledge of mental health and emotional issues of families and children prenatal through adolescence, at-risk youth, family engagement, and community resources.
- Knowledge of school systems preferred at hire.
- 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, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical office equipment.
- Operational experience with student data systems for documentation and program information reporting.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0

**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			
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	
Depth perception	
Ability to adjust focus	X

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