



SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



## POSITION DESCRIPTION

### **Special Education/Care Coordinator**

Effective Date: September 2017

**Qualifications:** Valid Oregon TSPC License with Special Education endorsement or Limited Student Services License or qualifications to apply for. Must hold a bachelor's degree or higher together with an equally valid masters degree or other specialized preparation related to the intended service role.

**Reports to:** Director of Student Services/Superintendent

**Job Goals:** Ensure the provision of mental health service coordination for children and families identified within the public education system as presenting with potential mental health disorders; determine eligibility for services; assist school personnel in procuring needed treatment or other services and monitor client progress; coordinate the delivery of appropriate services; maintain applicable caseload records and prepare reports.

#### **Performance Responsibilities:**

- Coordinate mental health services within Scappoose School District
- Develop care coordination plans for identified children and families
- Effectively engage diverse families in the care coordination process
- Provide technical assistance, consultation, and training to school regarding community resources and other mental health issues, as necessary
- Provide complex case or exceptional needs consultation and care coordination
- Provide clinical consultation to schools, as necessary
- Supervise crisis response teams and lead suicide prevention/intervention efforts throughout the school district
- Perform resource coordination, information and referral
- Provide training in school system
- Provide training to meet system needs
- Supervise the monitoring of client progress by school personnel; visit school facilities, attend school meetings; provide for additional services as new needs arise
- Coordinate investigations of abuse with other responsible agencies and develop and implement protective service plans

#### **Essential Qualifications:**

- Minimum of Master's Degree, with three or more years of experience
- Be a Qualified Mental Health Specialist

- Experience and expertise in the mental health field
- Ability to provide leadership to staff in areas of specialization
- Excellent interpersonal skills to consult effectively with teachers, administrators and parents in a variety of settings
- Valid Oregon driver's license and reliable transportation for on-the-job travel
- Physical ability to train and/or assist staff in physical management of students in crisis
- Ability to effectively work and communicate with students, parents and school personnel from diverse cultures or backgrounds in English, Spanish or other languages related to the job
- Ability to work harmoniously with others
- Knowledge and skills to provide culturally competent services.
- Working knowledge of Individuals with Disabilities Education Act (IDEA) regulations and procedures.
- Ability to compose and produce concise professional documents.
- Technology skills sufficient to perform the essential functions.
- Ability to acquire and maintain a valid first aid card.
- Written and oral communication skills sufficient to perform essential functions.
- Physical and mental attributes sufficient to perform essential functions.
- SIOP training/certification
- Knowledge of PBIS

**Work Place Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all District policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to students, staff or District patrons

**Physical Requirements:** *The physical demands described here 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 intervention necessary to restrain out-of-control students.
- Exposure to communicable diseases found in children and adolescents.
- Students may use challenging or offensive verbalizations towards staff and other students with potential for escalation to physical aggression.
- Local travel required to delivery services in multiple sites during day and week.
- Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

I, \_\_\_\_\_ have reviewed the above position description and understand the contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

**Name** \_\_\_\_\_  
(print)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_