



OFFICE OF HUMAN CAPITAL

POSITION DESCRIPTION

JOB TITLE: Educator – Mental Health Job Class:	
DATE	Office of Academics Project AWARE Grant (Grant-funded)
Pay Range: \$	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
POSITION SUMMARY and PURPOSE:	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Coordinates mental health services and training in grant schools as defined in the Project AWARE Grant.
2. Participates as a collaborative member of the Project AWARE Core Management Team.
3. Participates in the coordination and implementation of the Youth Risk Behavior Survey (YRBS) in each of the grant middle and high schools.
4. Develops strategies to link school and community resources to increase collaboration resulting in more students and families seeking treatment for mental health services.
5. Coordinates activities to increase awareness and reduce stigma around mental health.
6. Promotes and encourages staff, families and community members to attend professional development related to the Project AWARE objectives.
7. Remains committed to ongoing professional development in the areas of school and community mental health.
8. Provides assistance to parents accessing community mental health services within each grant school.
9. Provides coaching and technical assistance to school teams, staff members and the community on the implementation of mental health practices.

10. Assists with youth focus groups to analyze and develop action plan around data related to mental health needs in the school.
11. Assists with data collection and analysis in each of the grant school related to mental health.
12. Complies with health confidentiality standards in accordance with HIPPA and FERPA.
13. Participates on school /district work teams to define policies and procedures related to mental health supports.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Reports to the.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Master's degree as a Counselor, Psychologist, Social Worker, Nurse or other mental health professional.

Experience Requirements

Experience working in an urban school district environment and/or community and three to five years of experience working in the mental health field within a school and/or the community.

**Any combination of education, training and/or experience equivalent to a master's degree from an accredited college or university and 3 years direct experience implementing restorative practices.*

Knowledge, Skills, and Abilities

Excellent oral, written and communication skills are essential. Proven commitment to school success, student achievement and positive child, youth and family development. Ability to provide professional development to varied audiences. Strong management skills including planning, attention to detail and organizational skills. Prefer some knowledge of Mental Health Practices, Restorative Practices and/or Social Emotional Learning (SEL). Knowledge of mental health/community resources for children and their families. Computer skills and knowledge of databases and MS Office software is required. The ability to work with a diverse population is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Frequent travel to school locations throughout Milwaukee.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: 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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.