



Position Description Northport Public School Mental Health Specialist

POSITION TITLE: Mental Health Specialist

REPORTS TO: Principal

JOB SUMMARY:

The Mental Health Specialist will support school-based programs to identify general education students who need mental health support. This position will be directly involved with developing support plans and interventions, servicing students directly, and coordinating communication with parents, staff, and administration.

DISTRICT VISION STATEMENT:

Through collaboration and student produced evidence of learning, the students of Northport Public School will understand the world around them and be able to use their skills and knowledge to be successful citizens in the 21st century and beyond.

QUALIFICATIONS:

- Mental Health Specialist with qualifying credentials for 31n and 31aa funding, which includes a Master's level in Social Work, Counseling, or Psychology.
- 3-5 years of experience, preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain an atmosphere of trust, respect, interest, and enthusiasm within the school.
- Embrace change and innovation and possess the ability to envision and actualize learning beyond the traditional walls of the classroom and school.
- Establish and promote high standards and expectations for all students.
- Establish a professional rapport with students, staff, colleagues, and the greater school community that promotes mutual respect through the display of the highest ethical and professional behavior and standards.
- Communicate regularly and effectively with parents to create cooperative relationships that support students in the school and at home.
- Assess the nature of students' situations by interviewing and reviewing the personal history and interviewing those supporting the student (i.e. families, teaching teams, MTSS team).
- Develop and execute individual support plans by providing direct service to students.

Neil Wetherbee
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- Work collaboratively with students' support system to build partnerships and relationships through classroom consultation, home visitation, direct community connections, etc.
- Build community partnerships to adequately support students and families in accessing necessary community services and resources.
- Collect ongoing data regarding student progress and communicate student updates to all relevant parties on an ongoing basis.
- Support the facilitation of the child case study process including interpretation of data and the development of support plans, coordinate with parents, staff, and administration.
- Provide training to teachers, administrators, and other individuals, as appropriate.
- Maintain accurate student case notes and documentation.
- Bill for Medicaid services.
- Function as a liaison between home, school, and community agencies.
- Continue professional growth through participation in professional development opportunities and professional associations, keeping a record of all professional activities.
- Adhere to Board Policies and Guidelines.
- Perform other related duties as assigned by supervisor.

SALARY AND BENEFITS:

Starting salary between \$51,000 and \$76,000 based on experience and degree. Benefits consistent with all other full-time, certified employees (teachers) at Northport Public School. Summers and school breaks off.

START DATE: When Filled

DEADLINE TO APPLY: Until Filled

TO APPLY:

Send letter of interest, resume, credentials, and three letters of recommendation to Neil Wetherbee, Superintendent, Northport Public School, 104 S Wing St. Northport, MI 49670 or electronically to nwetherbee@northportps.org. Electronic attachments should be sent as one document.

Please direct questions to Neil Wetherbee.

Neil Wetherbee
 Superintendent
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