

MONTCLAIR PUBLIC SCHOOLS
JOB DESCRIPTION

Position Title: District Mental Health Coordinator/Anti- Bullying Coordinator

Qualifications:

- Masters in Social Work, School Counseling or Related Field
- Principal or Supervisor Certificate
- N.J. certified as Substance Awareness Coordinator or School Social Worker and or DRCC Disaster Response Crisis Counselor
- Prior successful experience in HIB, substance abuse prevention and/or treatment in the Mental Health Field
- Successful experience in diverse environments preferred
- Ability to work effectively with students, staff and community groups

Reports to: Superintendent of Schools; Director of Pupil Services

Job Goal:

- Program Coordinator and Supervisor for School Based Youth Counseling Program at MHS
- Provide supervision and support for district Student Assistance Counselors District Anti Bullying Coordinator (ABC)
- Counsel individual students as needed
- Run parent and student groups as needed

Performance Responsibilities:

- Provide oversight and development for MHS School Based Youth Counseling Program
- Supervise and Evaluate SACs;
- Coordinate trainings for staff related to HIB;
- Assist with investigations of incidents of harassment, intimidation or bullying in the school district.
- Assist ABS specialist and school safety teams with resources and updated state trends and information;
- Assist in student counseling
- Assist in coordinating groups for students and parents
- Set up current community resources manual with agencies and therapist: community resources
- Meet as needed with SAC's and anti-bullying specialist to ensure consistency within programming
- Assist SAC'S with student services and case management
- Assist SAC's with utilizing evidenced based programs to satisfy grants and district funding sources
- Consult with student services coordinator, principals, school counselors and teachers on school programs and policies as they affect the psychological well-being of the students;
- Maintain contact with all community and state level social agencies concerned with school-age children or their parents, where appropriate;
- Attend state wide and current training trends and turnkey information to SAC's
- Assist with in-service training programs for school personnel (administrators, teachers, guidance, etc.)

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Revised: January 2022/BOE approved: 1/19/2022

The Montclair Public School District encourages people with disabilities , minorities , veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.

Montclair Board of Education

HUMAN RESOURCES OFFICE

Terms of Employment: 10/12 months or as determined by the Board; salary and benefits as negotiated by the Superintendent.

Evaluation: Performance on this job will be evaluated annually in accordance with the Board's policy.

ESTABLISHED: 122015