

**MANAGEMENT JOB DESCRIPTION**

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**EARLY INTERVENTION PROGRAM  
SPECIALIST-MENTAL HEALTH**

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**JOB SUMMARY:**

Under the supervision of the Director of Early Childhood Education, assumes delegated responsibilities for student mental health services and behavior modification techniques that facilitate participation in a school setting. Teaches and models positive behavior management techniques and strategies to both children and families. Develops plans for families and observes, collects, and analyzes data pertaining to plans across multiple settings. Maintains accurate data, documentation, and progress reports.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinates program implementation.
- Training and supervision of program staff.
- Conducts intakes and creates treatment plans for students and families.
- Coordinates case management.
- Performs and supervises data collection and analysis.
- Writes quarterly summary reports, and reports supported by program data.
- Provides parent education.
- Coordinates and facilitates adult support groups.
- Provides community outreach and conducts marketing and recruitment.
- Maintains confidentiality of all information related to students and families.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Education:**  
Master's Degree in Counseling, Marriage and Family Therapy, Psychology, Social Work, or related field, including all courses needed to meet credential requirements.
- **Experience:**  
At least three years of successful experience working with children aged birth-five.
- **Personal Qualities:**  
Ability to provide leadership to staff, effective oral and written communication skills.

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- Ability to collaborate with school personnel, program providers, and community organizations to analyze issues and concerns and propose solutions; to establish and maintain effective organization, community, and public relationships. Be skilled in data collection, analysis, and able to provide professional development and training.
- Conduct themselves in a professional manner and able to meet District standards for physical and mental health. Willingness to participate in required training, which may include travel. Flexibility of schedule.

*Management Salary Schedule: Range H*  
*BOARD APPROVED: 05/08/19*  
*REVISION DATES: 07/12/23*