



Leadership • Collaboration • Support

JOB TITLE: Director of Clinical Services

Classified Directors Salary Schedule, Range 2

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Plans, organizes, directs, and supervises the operations of school-based mental health programs, assists in the development and implementation of policies and procedures related to one or more of service areas, and provides staff support to Clinical Service Managers.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California driver's license
- Possession of one or more of the following: Master of Social Work, Master of Science in Counseling, Marriage, Family and Child Counseling, or Master of Arts in Psychology. Additionally, will hold one or more of the following License in Clinical Social Work (LCSW), License in Marriage and Family Therapy (MFT), or a license as a Psychologist issued by the California Board of Psychology
- Four years of increasingly responsible experience in a mental health program of which one year was in a management capacity
- Knowledge of principles and practices of supervision, performance evaluation and discipline processes applicable to the public sector, staffing requirements for the program, training, and supervisory practices

ESSENTIAL DUTIES

- Provides supervision to Clinical Services Supervisors
- Plans, organizes, and manages a complex school-based mental health services program according to Local, State, and Federal regulations and funding source requirements
- Prepares and monitors the annual budget, reviews and controls expenditures and service revenues, develops data collection systems, and prepares regular statistical and progress reports

- Gathers and analyzes information to determine new and ongoing program needs; determines program objectives and develops procedures, protocols, and evaluation systems for program services
- Establish and maintain effective and productive working relationships with a diverse range of people including, but not limited to county office personnel, school district personnel, outside community and governmental agencies including the California Department of Education and the U.S. Department of Education, students and parents
- Write and secure grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs
- Reads, analyzes, and interprets laws, regulations, policies and procedures governing assigned program operations; determines and reports on impact of proposed legislative and regulatory changes; assists in development of policies to effect changes in program operations
- Determines internal program organizational structure; supervises, trains, assigns and evaluates staff; makes recommendations to the management team with respect to complex personnel employee matters, as well as public relation matters, which may have significant administrative or legal implications
- Represents the Solano County Office of Education on task forces, planning bodies, committees, and other groups; confers with representatives of funding sources and licensing bodies; explains the program and organization to officials, groups, and individuals
- Serves as a member of the Management Advisory Council (MAC) and Chief Administrative Team (CAT) for SCOE

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of the Educational Services Department.

SUPERVISION EXERCISED

Employees in this classification supervise and evaluate program staff and managers.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)

Walking (35%)

Sitting (40%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)
Very Frequent (4)	Lifting-lbs. (0-40)	Lifting (3)	Bending (3)
Pushing and/or Pulling Loads (3)	Reaching Overhead (2)		Kneeling or Squatting (3)
Climbing Stairs (3)	Climbing Ladders (1)		