

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10-29-19



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide


Date: 10/23/19

To: **Corrina Guardipee-Hall**
 Superintendent

From: John E. Salois
Title: Director Human Resources

Subject: Amend Good Medicine, Youth Mental Health Specialist Contract to Professional-Technical for 2019-2020 SY

Description: The Good Medicine Grant renewal was approved with some program changes. Salary was from impact aid to begin with, but has changed to the SAMHSA Strategic Prevention Grant (Spokinaapi Project). The Good Medicine YMH contracts will move to Professional-Technical. With a change in contract requirements, salary will remain the same, but leave will change from certified contract amount to accrual.

 Kimberly Tatsey McKay, Good Medicine Youth Mental Health Specialist, MA/5 (10/29/19 through 6/3/19)

Financial Impact: pro-rated from \$

Funding Source (Budget/grant, etc.): SAMHSA Strategic Prevention Grant (Spokinaapi Project)

Attachment(s): Revised Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial)

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



Browning Public Schools
JOB DESCRIPTION
Effective: 10/30/19



Youth Prevention/Mental Health Specialist

Summary of Functions

In conjunction with the Prevention Coordinator, plans, develops and implements the goals of the Strategic Prevention Framework (SPF) grant from the United States Department of Health and Human Services (USDHHS), which includes, but is not limited to; individualized case management services to assist students with substance abuse/mental health issues; crisis interventions; delivery of building level prevention curriculum and data tracking to maximize the connections of students to positive mentoring adults and activities. The Youth Prevention/Mental Health Specialist will coordinate with local agencies in utilizing self-improvement methods and practices, including Blackfeet and native traditional practices, in areas of substance abuse prevention and student mental health.

Duties and Responsibilities

- 1) Cooperation – Works cooperatively and in coordination with building school counselors, teachers, principals and other school staff and local agencies. Works with parents to create a partnership in that process of empowering the child to make healthy choices, along with creating and maintaining a safe home environment.
- 2) Meetings - Attends and participates in meetings with parents, including home visits, at assigned school(s),
- 3) Public Relations – Projects a positive image of substance abuse prevention and mental-behavioral health within school to students, families, and to the community.
- 4) Instruction – Delivers the SPF Prevention Curriculum to all students at the assigned school(s) in coordination with the building principal.
- 5) Records – Maintains a recordkeeping system for case management services and data tracking related to the program performance standards in compliance with FERPA and HIPPA. Prepares and submits required reports and related documentation to supervisor as needed.
- 6) Resource Materials – Provides substance abuse prevention and mental health resources to assigned school(s) to ensure implementation of the Program. Develops and teaches prevention curriculum at assigned school.
- 7) Staff Development – Participates in district staff training programs as needed to carry out the

objectives of the SPF grant. Shares and encourages the development of new concepts and findings in the field to enhance learning.

- 8) Training – Researches, plans and implements the components of the Spookinaapi Project to assist students and parents in managing individual and family crisis situations. Keeps abreast of developments in wellness practices and procedures and family crisis management.
- 9) Travel – In carrying out the purposes of the project, may travel routinely for home visits and out-of-district training. Will use district vehicle or own vehicle under mileage rate as appropriate to duration.
- 10) Confidentiality – Maintains safeguards over protected, privileged or confidential information, verbal and written, to prevent unauthorized disclosures.
- 11) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Prevention Coordinator at the assigned school(s).

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Bachelor's degree in counseling, education or related field.
- Proficient with desktop computers.
- Ability to interact positively with students, staff and community.
- Excellent communication, problem solving and organization skills.
- Ability to work with others and without close supervision.
- Previous experience teaching or working in a school environment with students.
- Good work habits.

Work Environment

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.