

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/26/2019



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: 6/18/2019

To: **Corrina Guardipee Hall**
 Superintendent

From: John E Salois
 Title: Human Resources Director

Subject: **Create School Based Therapist Position**

Description: The administration is recommending the creation of a School Based Therapist position for Browning High School.

Browning Public Schools currently has one vacant Good Medicine Specialist Position at Browning High School. As the Good Medicine Grant is currently funded through September 30, 2019 we are requesting the creation of this position to sustain the provision of services for our students beyond the end date of the grant.

Financial Impact: **DOE per 2018-2021 Master Contract**

Funding Source (Budget/grant, etc.): Special Services Budget

Attachment(s): Position Description; Policy #5210 Position Creation, Assignments, Reassignments, Transfers

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

Comments: _____

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

Browning Public Schools
SCHOOL BASED THERAPIST
POSITION DESCRIPTION
Effective _____

SCHOOL BASED THERAPIST

Under general direction of the building principal or designee. The School-based Therapist will be responsible for providing services related to the delivery of mental health care to assigned clients at the designated school location and will provide consultation services to the school staff to support the overall mental health goals of the school.

Essential Duties and Responsibilities

1. Provides direct mental health services to include assessment, individual/family/group therapy, and crisis interventions to assigned clients.
2. Provides services both on-site at the school facility and off-site to include the client's home support network.
3. Maintains regular contact with the parent/guardian of each client.
4. Completes master treatment plans, treatment plan updates, and managed care authorizations.
5. Provides appropriate referrals as needed.
6. Furnishes required reports to DCFS, legal system and other involved agencies.
7. Attends regularly scheduled staff meetings and Student Counselor Team meetings at the school.
8. Provides consultation for school staff regarding mental health issues including classroom observation and appropriate service determination.
9. Assists in the development of Parent Education curriculum, provides training and support for parents, and assists the school in organizing "Family Night" activities.
10. Provides appropriate In-service training to school staff.
11. Develops support groups for students as needed.
12. Participates in the collection of mental health information and student outcomes data to be used for monitoring the overall performance and effectiveness of services provided.
13. Assists and works with other school based mental health programs on Signs of Suicide training and follow through with students.
14. Provides appropriate In-service training to school staff.
15. Provides complete and timely documentation to support services rendered.
16. Other duties as may be assigned.

Other Duties:

1. Provides support to counseling department as needed.
2. Assists with and coordinates services with other School District and community mental health programs and services
3. Assists with school functions as needed

Organizational Relationships

Supervised by and reports to the building administrator or designee.

Qualifications

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

1. License and/or Master's degree in Psychology, Social Work, or Counseling with a heavy emphasis in behavior modification;
2. Three years of work experience in the field of Psychology, Social Work, or Counseling;
3. Strong written communication skills;
4. Computer skills including word processing, internet usage, spreadsheets and databases;
5. Ability to interact positively with students, staff and community;
6. Ability to work with others without close supervision;
7. Knowledge of community stakeholders involved with the school district.

KNOWLEDGE OF:

Must possess a strong knowledge of the common diagnoses and treatments for school-aged children and possess the skills necessary to facilitate positive change in a school environment

DESIREABLE QUALIFICATION:

Previous experience in working with secondary aged students. A Master's Degree from an accredited University or College and licensed in the State of Montana to provide mental health services

WORK ENVIRONMENT

Light to moderate physical effort; sitting for extended periods of time; occasional standing or walking. Indoor work environment with frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be assigned.

Board Approval Date: / /

Browning Public Schools

Policy #5210

Policy Name: Position Creation, Assignments, Reassignments, Transfers

Regulation: -----

Position Creation

A position is created by the recommendation of the Superintendent for action of the Board of Trustees.

Change in Position

The duration or term and full-time equivalent (FTE) of an existing position may be changed by action of the Board of Trustees.

Any changes in the position and job description of the Superintendent of Schools will be promulgated and approved by the Board of Trustees.

Except for the above, all other changes in positions and related job descriptions may be made by the superintendent.

Eliminating a Position

A position may be eliminated by recommendation of the Superintendent for action of the Board of Trustees.

A position that remains vacant for one full fiscal year, July 1-June 30, will end on July 1 of the next fiscal year unless it is posted on that date.

Transfer

If the superintendent decides to fill a position by transfer including to a newly created position, the superintendent will provide written notice to the employee being transferred including the effective date of the transfer.

Notwithstanding the above, the superintendent will comply with any requirement in an existing collective bargaining agreement for posting newly created positions.

The superintendent will inform the Board of Trustees, at the next regular scheduled meeting of the Board, following written notice of transfer/s.

Assignment

A new employee will be assigned by the superintendent to report to a supervisor (or supervisors, if more than one).

The supervisor(s) will complete all other aspects of the assignment for a new employee including orientation and training.

The manner means starting and ending times for performing duties and responsibilities of the assignment must be changed by the employee's supervisor(s).

The superintendent is directed to establish and implement procedures to carry out this policy.

Cross Reference: Policy #2112 Duties of Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties [of school district trustees]
§ 20-4-208, MCA Transfer from administrative position
§ 20-4-402, MCA Duties of district superintendent
10.55.701, ARM Board of Trustees
10.55.702, ARM Certification and duties of district superintendent

Policy History:

Adopted on: 4/10/01

Revised on: 5/30/07 (Formerly #5220)