

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description

**ORGANIZATION FACILITATOR, STUDENT MENTAL HEALTH AND WELLNESS SERVICES**

**Job Purpose**

Assists in the coordination of Student Mental Health and Wellness Services (SMHWS) programs among schools and school-based providers, including the integration of school-based health centers, and Healthy Starts, and other community partnerships that provide supplemental programs and services to students; and assists in the implementation of policies, programs, grants and procedures for meeting Board of Education, State, and federal requirements for crisis response and intervention services, school safety, violence prevention, student wellness, and drug free environments.

**Responsible to**

Executive Director of Student Mental Health and Wellness Services or designee

**Functions**

Essential Functions

1. Assists in the coordination, development, and training of central and region crisis teams to restore and maintain a safe and healthy learning environment for the students and staff of LAUSD after critical incidents on or near school campuses.
2. Facilitates collaborative partnerships between schools and offices and outside agencies and programs pertaining to SMHWS.
3. Provides support to the regions and school sites in establishing inter-agency memoranda of understanding, contracts, and operating agreements; works to implement new programs at schools and region through detailed development of Site Delivery Plans.
4. Assists in compliant resolution and quality assurance efforts aimed at ensuring contracting standards and guidelines are followed by contractors rendering health, mental health, and social services to LAUSD students and families.
5. Participates in local community, city, and county collaborative meetings, such as County Service Planning Areas (SPA), children's services taskforces, and community policing programs.
6. Provides leadership in resource mapping, linking new programs and resources to schools and region programs; assists in the development and distribution of SMHWS resource directories and related information at the central and region level.
7. Makes recommendations for policy changes to improve service integration, inter-agency collaboration, and student outcomes.
8. Serves as a resource to the region and school sites in facilitating prevention and intervention programs, consultation regarding such matters as case referral and monitoring, and intensive case management; serves as a liaison between schools, District and non-District personnel, and programs.
9. Collaborates and responds to Crisis Counseling & Intervention Services, including triage, service delivery, data gathering, implementing best practices, and other program requirements.
10. Provides tactical support and technical assistance regarding identification, creation, and implementation of Region SMHWS Coordinating Councils and school resource coordinating teams, safety collaboratives, and Coordinated School Health.
11. Collaborates and works with Parent Centers to establish systems for providing parents with access to District and community resources.
12. Assists in the coordination and implementation of SMHWS research-based programs and activities, with emphasis on youth development programs, asset development, and school-wide positive discipline approaches.

13. Participates on Region and District Crisis Intervention Teams, District Safety Collaborative, and the District Coordinated Health and Safety Committee as appropriate.
14. Assists in the coordination of staff development workshops and training programs related to student wellness, violence prevention, conflict resolution, anti-bias related incidences, dropout prevention and recovery, crisis intervention, and parent involvement programs for at-risk youth.

#### Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District/UTLA agreement.

#### **Qualifications**

##### Education and Experience

###### *Required*

1. An earned master's degree or advanced degree of at least equivalent standard from a regionally-accredited college or university.
2. At least two years of successful full-time service in a certificated position(s) in the District.

###### *Desirable*

Experience in a support service discipline.

*NOTE: For definitions of years of service, refer to Policy Guide E23.*

##### Credentials

A Clear California Teaching Credential or Clear California Pupil Personnel Services Credential authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

##### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of District Strategic Plan and Blueprint for Wellness Policy.
2. Knowledge of laws, requirements, and mandates related to Crisis Counseling & Intervention Services, the State's School Safety and Violence Prevention Act, Federal Title IV, and Safe and Drug-Free Schools and Communities Act.
3. Knowledge of laws, requirements, and community standards related to the provision of health, mental health, and social services.
4. Knowledge of District policies and procedures, goals and objectives, organizational structure, and functions, and negotiated contracts.
5. Knowledge of licensure, confidentiality, and other professional ethical issues impacting collaboration.
6. Knowledge of the roles and responsibilities of Health and Human Services providers.
7. Knowledge of staff development resources.
8. Leadership skill in facilitating group processes, including consensus building and resolution of conflict; and appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
9. Ability to plan, organize, prioritize, and manage time for self and others with minimum supervision, and ability to cope with multiple tasks.
10. Ability to work effectively with all racial, ethnic, and socio-economic groups.
11. Ability to compose and comprehend written communication; make formal, public presentations; and to communicate effectively with students, parents, peers, other District personnel, and community representatives, both individually and as a group.
12. Mobility to travel to various school sites and meetings on a daily basis.

Status

Permanent certificated employee of the Los Angeles Unified School District

*NOTE: This is a Special Services Salary (D) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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