

Job Title: Early Childhood Mental Health Coordinator

Immediate Supervisor: Head Start Director

Department: ISD 709 E-12 Operations

Pay Grade Assignment: Duluth Federation of Teachers, Local 692, A.F.T., and Teachers' Salary Schedule

Minimum Qualifications: The Mental Health Coordinator must have a degree in Social Work or be a licensed therapist with experience working with young children or families. Experience with the Pyramid Model and practice-based coaching is highly desired. This person also provides staff with mental health and wellness information and opportunities for training in this regard.

Desired Qualifications: This position is filled by a person who holds a Minnesota Early Childhood Special Education license. This requires training and experience in securing and individualizing needed services for children with disabilities. Practice-based coaching is a component of this position.

Duties and Responsibilities:

The Mental Health Consultant (MHC) provides consultation to staff and parents, and observations and written reports of individual and groups of children to the classroom staff and Inclusion Specialist in order to promote the social and emotional well-being of children in Head Start.

Job Requirements:

1. The MHC will complete behavioral health observations and submit subsequent written reports for children referred by the Inclusion Specialist in order to:
 1. Provide informal behavioral health assessment information for children either with an elevated ASQSE and indication from the teacher that there are behavioral concerns in the classroom; or report from the teacher that the child's behavior is not responding to strategies from the Head Start Behavior Guidance Policy.
 2. Schedule follow up meetings with classroom staff and parent(s) to talk about findings from the observation and offer suggestions and strategies for helping the child function more successfully in the classroom (and/or at home.) (Child Action Plan)
 3. Consult with Inclusion Specialist to refer children/families as needed for further mental health assessments either through community mental health services or Early Childhood Special Education, ISD #709
2. The MHC may be asked to re-visit the classrooms a few weeks after the initial observations in order to:
 1. Re-look at the child and identify changes in classroom behavior.
 2. Provide follow-up information to the teacher and family advocate that can be shared with parents.
3. Provide Pyramid Coaching and intervention strategies to teachers, as needed.

4. Provide Professional Development in the areas of Health and Wellness to staff and families
5. The MHC will occasionally be asked to make whole class observations and submit subsequent written reports in order to look at group dynamics and other issues when several children have behavior issues. (Classroom Action Plan). The MHC will follow up with a meeting with the classroom team to devise strategies and discuss relationship issues within the team and within the group.
6. The MHC will consult with Family Advocates on an as-needed basis to assist them in working with parents who have concerns about their children's behavior.
7. The MHC will meet with the Head Start Director and/or Inclusion Specialist, as needed, to:
 1. Assess the efficacy of the Classroom Observation model in terms of meeting individual child and family needs and to identify possible changes and adaptations as needed.
 2. Identify other needed services for Head Start and make plans to develop them, such as training staff, attending mental health workshops, or providing input into the MH Service Plan and PIR for Duluth Head Start.
8. Represent Duluth Preschool and share Early Childhood Mental Health expertise on Bridging Health Duluth.