

## Director of Behavior and Mental Health Services

### Job Description

<b>Reports To:</b>	Senior Student Services Officer
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Classified, Salaried
<b>Starting Pay Range:</b>	\$80,000 - \$100,000
<b>Work Schedule:</b>	12 months
<b>Location:</b>	Onsite Office
<b>Position Summary:</b>	<p>The Director of Behavior and Mental Health Services develops, implements, and evaluates a student-centered system that integrates behavior intervention, mental health support, and special education across Hiawatha Academies. This role includes school psychology functions, such as special education evaluations, and plays a vital part in social-emotional learning, crisis intervention, and data-informed decision-making. Grounded in a holistic student model, the Director collaborates with network leaders, educators, student services teams, families, and community partners to create a trauma-informed environment that supports academic success, emotional resilience, and social development.</p> <p>Overseeing tiered mental health services, the Director provides targeted academic, behavioral, and emotional interventions while leading crisis response efforts, suicide prevention initiatives, and trauma recovery strategies in collaboration with emergency services and community providers. The role drives data analysis to refine programs and strengthen intervention frameworks while leading staff supervision and professional development to equip school psychologists, social workers, and mental health specialists with tools to implement trauma-informed, restorative, and behavioral intervention practices effectively</p>

---

### ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

#### *General Duties*

#### **System Development & Implementation**

- Develop and implement systems for the early identification and intervention of behavior and mental health challenges.
- Establish protocols for student referral, tracking, and integration of services into school and curricula.
- Maintain documentation for organizational sustainability and compliance with network policies.

#### **Program Development, Training, & Oversight**

- Design and implement evidence-based programs that promote positive behavior, social-emotional learning, and mental health wellness.
- Tailor programs to address the unique needs of the school environment.
- Provide targeted professional development to staff across all sites, promoting consistent and effective service delivery

#### **Network Oversight**

- Oversee the execution of behavior and mental health services at the network level, ensuring alignment with strategic goals and policies.
- Establish clear communication channels between network leadership and school administrators for effective program monitoring and evaluation.

#### **School Psychology & Special Education Evaluations**

- Conduct psychological assessments to evaluate students' cognitive, academic, social-emotional, and behavioral functioning.
- Complete special education evaluations and contribute to the development of Individualized Education Programs (IEPs) and behavior intervention plans.
- Provide direct consultation to educators, families, and administrators to support appropriate student interventions.
- Oversee school psychology and special education teams, maintaining compliance with state and federal regulations.

#### **Data Analysis & Multi-Tiered Systems of Support (MTSS)**

- Lead the collection, analysis, and reporting of student behavior and mental health data.
- Utilize data-driven insights to refine intervention strategies, track program effectiveness, and strengthen MTSS frameworks for student wellness.
- Analyze screening data to identify trends and develop targeted interventions at the classroom and grade level.
- Train and support educators in interpreting data and implementing appropriate tiered supports to address academic, behavioral, and emotional needs effectively.

#### **Crisis Management & Emergency Response**

- Develop and maintain crisis intervention protocols for mental health emergencies.
- Lead coordination with emergency services and community crisis response teams to manage urgent situations.
- Oversee the execution of suicide prevention initiatives and trauma recovery strategies.

**Collaboration, Partnerships & Community Engagement**

- Cultivate relationships with community agencies, mental health providers, universities, and research institutions to enhance student support resources.
- Engage directly with families, parents, and community stakeholders to build a strong
- Communicate program updates, outcomes, and emerging needs to board members, network leadership, families, and external partners.

**Supervision of Clinical Staff**

- Provide leadership and supervision for social work and mental health therapist teams, overseeing hiring, training, and performance evaluations.
- Oversee clinical staff, providing the resources and support needed to deliver high-quality services while coordinating with external mental health providers for students with complex needs.

**Continuous Improvement & Evaluation**

- Regularly assess the effectiveness of programs and services using data and stakeholder feedback.
- Implement strategic adjustments for alignment with network goals and the evolving needs of students and families.

**QUALIFICATIONS GUIDE:**

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

- Valid Minnesota License in School Psychology or eligibility through the Professional Educator Licensing and Standards Board (PELSB)
- At least five years of experience in behavior and mental health services or a related field, with a focus on implementing systems.
- Experience leading and managing teams of professionals in culturally responsive and inclusive environments.
- Knowledge of evidence-based interventions for behavior and mental health concerns.
- Excellent interpersonal, communication, and leadership skills.
- Ability to collaborate effectively with diverse groups of stakeholders in a culturally responsive and inclusive manner.
- Strong analytical and problem-solving skills.

**Other Qualifications:**

- Bilingualism in Spanish and English preferred

- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

**Knowledge:**

- Knowledge of diversity, equity and inclusion practices
- Knowledge of applicable laws, codes, regulations, policies and procedures

**Acquired Skills:**

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

**Abilities:**

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the Executive Director regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Ability to perform varied and responsible educational assistant duties
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching

- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

**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 essential functions.

- Office environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

**Anti-Discrimination Policy and Commitment to Diversity:**

Hiawatha Academies believes in providing equal employment opportunities for all employees and equal educational opportunities for all students. Hiawatha Academies will not violate any law prohibiting discrimination for or against any student, employee or applicant on the basis of race, color, religion, creed, age, sex, gender, gender expression, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to public assistance, genetic information, or any other characteristic protected under local, state or federal statute, ordinance or regulation ("protected status").