



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION DIRECTOR, SCHOOL-BASED MENTAL HEALTH & WELLNESS

DEFINITION:

Under general direction plans, organizes, supervises and coordinates the management of school-based mental health and wellness services; develops and integrates comprehensive and effective continuum of related services provided to students and families throughout Tehama County; coordinates activities with other departments, districts, outside agencies, and the public; maintains effective communication and collaboration with program and policy level personnel in schools, districts, county and state educational agencies, as well as other local and state agencies; performs other related duties as assigned.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Plan, develop, monitor, evaluate, and administer programs and projects related to providing a continuum of school-based mental health and wellness services countywide.
- Develop, in collaboration with other TCDE departments, trainings, program manuals, procedures and protocols for school based mental health and wellness staff.
- Facilitate collaborative opportunities between county-wide agencies, LEAs, service providers
- Develops, facilitates, and manages relationships with collaborating agencies and institutions of higher learning.
- Identify and foster connections between available resources and programs to best serve student needs.
- Secure grants, state, and federal funding to insure adequate and appropriate fiscal support for programs.
- Assist in the development of program policies and procedures and oversees implementation and compliance.
- Administer and monitor program budgets.
- Prepare, maintain, review, and submit program and financial reports.
- Maintain and ensure the security of program files and records.
- Maintain staffing to ensure program objectives are achieved within budget.
- Assist in the recruitment, selection, placement, supervision and evaluation of department personnel Provides leadership for program staff, clinicians, and support staff.
- Promote the development and implementation of an early identification and prevention system to meet student needs and connect families with available school and community-based resources.
- Meet regularly and work collaboratively with district administrators, school site personnel, and appropriate county and state educational representatives, as well as representatives from other state and local agencies.
- Performs other related duties as assigned.
- Drive frequently for department business.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described:

- Valid Administrative Services credential or ability to obtain.
- Valid pupil personnel services credential with a School Psychologist, School Counseling or School Social Work authorization.
- Master's Degree from an accredited institution in a related field is required.



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- Successful administrative experience at a district, county or state level.
- Demonstrated successful experience in the development, administration, and monitoring of intervention, prevention or similar programs.
- Minimum two years' experience of successful administrative experience including the supervision of personnel.
- Demonstrated experience in building and leading a team providing direct service.

KNOWLEDGE OF:

- Techniques and practices of effective supervision and administration.
- Federal and State laws, policies, procedures and practices related to school-based mental health and wellness programs and services.
- Special education programs and the IEP process.
- Mental health related community and state resources.
- Behavioral change theories and practices including early intervention positive behavior supports.
- Tiered intervention practices.
- Brief counseling techniques and crisis intervention.
- Effective staff development methods.
- Behavioral and education based mental health needs of students.
- Methods of effective supervision including personnel selection, training, observation, assessment and evaluation.
- Current issues and legislation related to intervention and prevention.
- Effective curriculum and programs related to behavioral and mental health.
- state and local agencies and organizations participating in related activities and programs.
- Local, state, and federal resources and requirements related to the provision of mental and behavioral health education programs and services.
- Program development and design, needs assessment, research methodology, and program evaluation.
- Funding, budget development and management.

ABILITY TO:

- Plan, develop, implement, monitor and evaluate a countywide program to provide and integrate direct mental health and wellness services at school sites through a continuum of care model utilizing a multi-tiered system of supports perspective.
- Prepare and maintain a budget and exercise proper budgetary control measures;
- Develop measurable goals and objectives.
- Set priorities and timelines, monitor expenditures, and evaluate projects and programs.
- Make decisions on a variety of program, clinical, and technical matters.
- Advise and assist school districts with mental and behavioral health programs and initiatives.
- Establish and maintain a professional and effective working environment.
- Select, train, supervise and evaluate staff.
- Plan, organize, and assign work priorities.
- Comprehend, interpret and implement laws, rules, policies, regulations and guidelines related to the work of the department.
- Present ideas and concepts clearly and concisely.
- Research, acquire and evaluate appropriate data for effective problem solving and decision making.
- Develop and maintain positive working relationships.
- Collaborate effectively with individuals and groups.
- Communicate effectively in both verbal and written form.
- Prepare correspondence and reports.



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LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: June 11, 2025

Revised: June 11, 2025

APPROVED

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 