



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Mental / Behavioral Health Specialist  
**Reports To:** Assistant Principal  
**FLSA Status:** Exempt  
**Prepared By:** Head Start  
**Approved By:** Human Resources  
**Prepared Date:** 06/2013  
**Last Revised Date:** 06/2013

**Summary:** Evaluates needs of students, who are average, gifted, impaired and disturbed children within Head Start program, and plans and carries out programs to enable children to attain maximum achievement and adjustment.

### **Essential Duties and Responsibilities:**

- Assists in facilitating services to perform diagnostic evaluations to identify child's needs, limitations, and potentials, observing student in classroom, at play, in the community, studying child's records, consulting with parents and Head Start personnel
- Attends and participates in IEP meetings; plans treatment programs. Assists in securing services to counsel students individually and in groups to assist students to achieve personal, social, and emotional adjustment
- Assists in gathering research to aid in introduction of programs in schools to meet current psychological, educational, and sociological needs of children
- Assists teachers and other personnel on methods to enhance center's atmosphere to provide a motivating positive environment
- Assists Disabilities Coordinator and helps refer individuals to community agencies to secure medical, vocational, or social services for child or family
- Perform observation in the home and building behavior plans that match home and classroom strategies
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

### **Education and/or Experience:**

Prefer Degree in psychology and / or Social Work. Understanding of the neurodevelopment of young children. Head Start experience.

### **Certificates, License, Registration:**

Bachelors in related field with appropriate credentials.

**Other Skill & Abilities:**

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Keep administrator abreast of activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software, to problem solve, to read, analyze and interpret data

Ability to write reports, correspondence

Maintains confidentiality

Displays willingness to support and make decisions with sound, safe judgment in timely manner

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually moderate. Conduct home visits with exposure to unsanitary conditions, abusive and/or violent customers. Understand they are a mandatory CPS reporter.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.