



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: STUDENT SUPPORTIVE CARE MANAGER

QUALIFICATIONS:

Minimum of a Bachelor's degree with preferred 2 years of experience in a mental health or health-related field

PHYSICAL REQUIREMENTS: Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Serves as active member of the school behavior response team.
2. Provides emotional support for students including use of Crisis Prevention Intervention (CPI) de-escalation protocol.
3. Assists with the Community of Care system for the school.
4. Screens for mental health care and makes connections to BDS Mental Health Team or community mental health agencies, as appropriate.
5. Provides information on mental health resources to school families, faculty and staff.
6. Collaborates with interventionist, social worker, school counselor(s) or problem solving team to direct students to the appropriate intervention service and monitor intervention success.
7. Serves families and students by coordination of resources, home visits, and supports for overcoming barriers to school attendance.
8. Consults with parents, teachers and other school personnel to determine causes of problems and effects solutions.
9. Follows the professional standards and adheres to the ethics policy established by The Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling, and state abuse and neglect reporting statutes.
10. Exhibits effective record keeping and communication skills in compliance with district and state guidelines, rules and laws.
11. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Ten (10) months. Paygrade as established by the School Board in Current Salary Schedule 5.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Anuly Baker

Reviewed by Dept. of Human Resources

APPROVED JAN 14 2020

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer