



CORNERSTONE

1611 AMES AVENUE ♦ ST. PAUL, MN 55106

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Cornerstone Montessori Elementary School Job Description

Job Title: School Mental Health Provider
Reports To: Head of School
Approved By: Board of Directors

SUMMARY

Plans and develops, under the guidance of Administration, instructional materials, lessons, and other activities to support Cornerstone's goals and objectives in accordance with the mission statement. The School Mental Health Provider is responsible for the School-Based Mental Health and Special Education mental health services. This includes providing Tier 2 and Tier 3 interventions to children who require additional social-emotional or behavioral support, so that they have the opportunity to fulfill their potential for intellectual, emotional, physical and psychological growth; supporting classroom staff in providing Tier 1 mental health opportunities; and working with families to offer resources and referrals, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conduct ongoing formal and informal assessment of children's behavior needs and skills.
- Prepare and conduct lessons for children whose behavior needs/skills are labeled at risk or below grade level.
- Communicate with families regarding children's behavior needs/skills and progress.
- Collaborate with general education teachers to plan curriculum and jointly support content learning.
- Facilitate the process of exiting students from interventions.
- Document minutes spent with each child, progress attained, and start/end dates for interventions.
- Provide 1:1 School-Based Mental Health sessions to children whose behavior needs/skills are identified through the Child Find process.
- Provide 1:1 Special Education services to children with Individualized Educational Plans.
- Write IEP goals and objectives and document children's progress.
- Attend Child Find, Child Study, IEP, and Special Education team meetings.
- Offer resources and parenting support to families as requested.
- Support staff and children in transition times, lunch, and recess as assigned.

QUALIFICATIONS

- Board of Education and State of Minnesota Licensure in Social Work or Special Education.
- First Aid and CPR certification
- Prior successful experience in urban, multicultural education desirable.
- Demonstrates continued professional development through course work, research, peer collaboration, and/or job-embedded staff development.
- Working knowledge of the subject matter, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective.

SCHEDULE

The School Mental Health Provider is expected to work 8:00-4:30 daily. These hours are to include preparation and child-contact time. A 30-minute unpaid lunch break is included. Additional events, meetings, and activities may be required outside the work day. Part-time work is negotiable, covering portions of these responsibilities.

TO APPLY

Please send resume and cover letter to Alyssa Schwartz, Head of School, alysaschwartz@cornerstone-elementary.org.