

Hanover Public Schools

Matthew A. Ferron
Superintendent of Schools



Thomas R. Raab, Ed.D.
Business Manager

Deborah St. Ives
Assistant Superintendent

Beverly Shea
Director of Pupil Personnel Services

MEMORANDUM

To: Hanover School Committee
From: Thomas Raab, Business Manager
Cc: Matthew Ferron, Superintendent of Schools
Date: July 29, 2015
Re: Clinical Director Stipend

I am pleased to recommend the creation of a Director of Clinical Services Stipend. One of our strategic priorities that has been under-resourced is support for our students, staff, and families (particularly social/emotional, anxiety, and mental health issues). Over the past two years, we have worked hard to put supports into place that will help in these areas, but more is needed. To continue moving us forward, we are proposing a stipend position for next year for a "Director of Clinical Services". The proposed stipend is for \$5,000. This role will have fairly extensive responsibilities and we have confidence it will improve our service delivery, ensure that we are maximizing every resource, and afford us opportunities to reduce our reliance on consultants in some areas. We are hopeful to realize enough savings in these areas that the position will pay for itself.

We budgeted \$136,923.00 in Special Education Contracted Services for FY '16 anticipating needs in several areas. In order to finance the new Clinical Director Stipend, it is my recommendation that we transfer \$5,000.00

from 01-39-320-2440-04-0021 EXP – SW SPED CONTRACTED SERVICES

to 01-39-320-2305-01-0015 SAL – SW STIPENDS SPED TEACHER

Title: Director of Clinical Services Pre K-12, A stipend position

Desirable Qualifications: Massachusetts certification as Supervisor/Director of Guidance or Principal/ Assistant Principal
Minimum of Master's Degree or higher in related field
Minimum of five years experience in guidance or related field
Ability to communicate effectively both orally and in writing

Reports to: PPS Director

Performance Goal: The director of clinical services will oversee all aspects of the mental health services provided to students grades Pre K-12. The director will provide ongoing direction and clinical supervision to guidance counselors, school psychologists, and adjustment counselors.

Performance Responsibilities:

1. Provides clinical supervision to mental health professionals when a crisis situation arises and provides ongoing case consultation.
2. Convenes the district wide crisis team in response to a crisis and works to facilitate a plan for response.
3. Facilitates district wide meetings of all mental health professionals.
4. Works in conjunction with mental health and wellness professionals in each building regarding the creation, implementation, and ongoing reevaluation of the social/ emotional curriculum being delivered to students.
5. Improves and streamlines the clinical documentation of counseling cases. This will include insuring that documentation and clinical files follow a student from one building to the next.
6. Recommends, plans, develops, facilitates and helps to evaluate in service programs and professional development related to mental health and psychological services in conjunction with PPS Director/ Assistant Superintendent.
7. Streamlines mental health/psychological policy and procedure to ensure that the most efficient systems are in place and that there is consistency across the district.
8. Serves as a resource to the community by developing and maintaining relationships with community partners/referral sources such as outside therapeutic programs, hospitals, the Department of Children and Families, the court/probation system, counselors and other mental health providers.
9. Ensures that the highest standard of confidentiality is upheld and meets FERPA standards by reviewing and monitoring our consent processes, systems for communicating with outside agencies, teachers, and parents.
10. Serves as a liaison to the PPS Director as well as other administrators in regard to the mental health needs of the student population and the departmental needs of the Guidance/ mental health staff.