



## WAVERLY COMMUNITY SCHOOLS Position Announcement

<b>Job Title:</b>	Mental Health Specialist		
<b>Location:</b>	Elementary School	<b>Start Date:</b>	August 2026
<b>Salary Range/ Level:</b>	\$47,525- \$88,387 - As per the salary schedule contained in the WEA Master Agreement	<b>Terms of Employment</b>	School Year
<b>Date Posted:</b>	May 27, 2026	<b>Application Deadline:</b>	June 5, 2026 @ 4 pm
<b>Application Process:</b>	<p>A COMPLETED ONLINE APPLICATION IS <b><u>REQUIRED</u></b>. (See application instructions at <a href="#">Mental Health Specialist 2026</a>)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> <li>• Attached within the online application (preferred)</li> <li>• Faxed: (517) 321-8577</li> <li>• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li> </ul>		

### Job Description

#### **JOB SUMMARY**

The Mental Health Specialist will provide training to students and staff to assist in the development of prosocial skills and address mental health needs as well as behaviors that interfere with academic performance and developmental progress, cause conflict with peers, and/or put students at risk for suspension. Mental health services will emphasize counseling students; consultation with teachers, parents, and other significant adults; coordinating a variety of activities and functions related to mental health, academic, social, emotional, and physical needs of the students including, but not limited to, direct mental health services to students, providing prevention, early intervention strategies and techniques, and resource and support services to students individually and/or in groups.

#### **ESSENTIAL JOB FUNCTIONS**

***Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:***

- Conducts classroom, small group, and individual instruction through social emotional lessons to teach foundational social, emotional, behavioral and mental health skills.
- Provides counseling in areas such as alcohol, tobacco, and other drug/related alcohol issues, school attendance, and peer relationships
- Conducts screenings, assessments, observations, and interviews; as well as assisting staff in data collection/analysis for determining appropriate services for students
- Collaborates with teachers to support positive practices within the classroom and building
- Collaborates with building teams to develop tiered system of differentiated research-based and trauma-informed social, emotional and mental health interventions to establish and maintain a safe learning environment and improve student outcomes
- Consults with parents about children's social emotional well-being and concerns
- Collaborates and consults with community agencies to implement effective service plans for students
- Assists with professional development for staff and training for parents to promote positive mental health
- Participates in a variety of meetings including Child Study Teams, multi-agency student support meetings, and other related meetings
- Provides evidence-based and culturally responsive best practices
- Maintains confidentiality
- Attends staff meetings, individual and group supervision, required trainings, and other meetings as requested/required
- Maintains appropriate documentation and submits reports as needed/required
- Other District duties as assigned

### QUALIFICATIONS

#### **Education and Experience:**

- Bachelor's Degree
- Fully licensed in school social work or psychology, certified as a school counselor, or licensed professional clinical counselor
- Maintains all professional certifications and licensure requirements.
- Knowledge and experience with social emotional learning, mental and behavioral health interventions, youth mental health; as well as techniques and tools for students with emotional/behavioral challenges or significant trauma
- Knowledge about the community counseling resources and effective individual and small group counseling techniques.
- School-based experience which includes knowledge of PBIS.

#### **Knowledge, Skills and Abilities:**

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

### **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities. The employee is directly responsible for the safety, well-being and work output of students.

### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

### **Notice of Non-discrimination**

#### ***Non-Discrimination***

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***