



**LA CHEIM SCHOOL, INC.**  
**Job Description**



**Job Title:** Director of La Cheim School

**Work Location:** El Sobrante, CA

**Division/Department:** El Sobrante School

**Reports to:** CEO

Full-time  
 Part-time

Exempt  
 Nonexempt

**POSITION DESCRIPTION**

Under the direction of the Chief Executive Officer the Director of La Cheim School provides leadership in the development and support of La Cheim’s integrated mental health and educational program. The Director assumes responsibility for operating a high-quality, trauma-informed, and developmentally appropriate program, while establishing and maintaining appropriate program infrastructure to ensure the program’s viability.

**SUMMARY OF RESPONSIBILITIES**

Responsible for the overall administration of the Mental Health Program as the Head of Service, ensuring that the program delivers high-quality, trauma-informed and culturally responsive services to La Cheim youth and families in compliance with State and County standards.

Responsible for the oversight of the educational program including oversight of the development and completion of school contracts and individual service agreements with school districts and SELPA’s, Master Contracts; oversee yearly certification process with the CDE.

In cooperation with the Human Resources Department recruit, select, place and develop qualified staff ensuring their effectiveness according to agency policy, state and federal laws and regulations; ensure staff access to routine professional development opportunities.

Oversee the day-to-day operations of the program to ensure that appropriate infrastructure, personnel and resources are on hand to ensure high quality educational and mental health services. Provide strategic direction and guidance to the La Cheim school team, ensuring the successful operation of the program.

Participate as a part of La Cheim’s Executive Team in supporting the agency’s strategic plan and assuring that the program is aligned with the agency’s mission and values.

Work with CFO to maintain accounting and reporting procedures and establish budget projection and reporting procedures.

Maintain positive and collaborative relationships with community partners to actualize the vision and mission of the agency.

## QUALIFICATIONS AND SKILLS

Licensure as a Marriage and Family Therapist, Licensed Clinical Social Worker or Licensed Psychologist in active status.

Two years of post-licensure experience, including state required clinical supervision training.

Minimum 5 years' experience working with adolescents.

## ADDITIONAL REQUIREMENTS (OPTIONAL)

Experience working with and commitment to addressing the needs of multicultural and marginalized populations.

## PHYSICAL REQUIREMENTS

**The following is the extent of the specific activity required for this position:**

- Stairs – climbing stairs up to 50-100 – up to 2-4 hours, not continuously
- Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously
- Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously
- Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes
- Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes
- Balancing – up to 0 hours; pushing or pulling – up to a few minutes
- Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours
- Repetitive use of hands – up to 0 hours
- Grasping – with one or both, simple and firm, for up to 1 hour, not continuously
- Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and may be with glasses, contact lenses or hearing aids.
- Driving cars and vans; Exposure to uneven concrete and blacktop
- Exposure to normal dust, heat, and noise
- Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management
- Frequent exposure to office equipment.

## Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area, and will not discriminate against applicants, employees, or unpaid veterans. We encourage and actively recruit applicants representing diversity of race, color, age, sex, race, religion, national origin, sex/gender expression and physical ability.

**Print Employee Name:**

**Employee Signature:**

**Date:**

