

## **Killeen Independent School District Job Description**

**Job Title:** Assistant Investigator/Mental Health Specialist  
**Reports To:** Director of Investigations and School Safety  
**FLSA Status:** Exempt

### **SUMMARY**

Serves as the investigator on cases involving alleged misconduct by district employees, equal employment opportunity complaints, OCR complaints, and complaints filed by employees and serves as mental health resource specialist for the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Investigates student and/or parent allegations of misconduct involving district employees.

Plans, schedules, and conducts investigative interviews.

Serves as the primary point of contact for public information requests.

Follows all district policies regarding the process of filing a formal grievance/complaint.

Applies relevant laws, regulations, policies, and precedents in order to reach conclusions.

Conducts investigations in a timely manner and notifies supervisor of the investigation results.

Conducts interviews with respect to privacy of the complainant and ensures confidentiality to the greatest extent possible.

Uses appropriate and acceptable standards/methods of investigative practices to complete a thorough investigation.

Compiles relevant documents, formulates the official investigative case report, and provides information to appropriate personnel.

Maintains a tracking system on the outcome of all investigated cases.

Identifies various inpatient and outpatient mental health resources which can be utilized to connect students, parents, and employees with appropriate care and resources.

Assists district employees in locating mental health resources for students in crisis. Assists personnel with obtaining required mental health training. Oversees implementation of legally mandated crisis intervention programs per SB11.

Able to assist KISD PD personnel in drafting Peace Officer Emergency Commitments (POEC), and/or acting as a training resource for emergency mental health commitment matters.

Works to build relationships with the local mental health community (MHMR/MHAs, clinics, hospitals, military, etc.).

Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE**

Bachelor’s Degree in Criminal Justice, or Behavioral Science and three years related law enforcement and/or security experience. Specific experience in crisis intervention, threat assessment, and/or risk management preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Preferred Licenses: TCOLE, Private Investigator, or similar license; TCOLE Mental Health Officer Certification, or similar level of certified mental health training; TCOLE Instructor Certification, or similar level of certified adult training certification.

**TECHNICAL SKILLS**

Ability to operate and use the Microsoft Office Suite (Word, Excel, PowerPoint, Access). Ability to operate CCTV, physical access control, and related systems. Ability to analyze large datasets to further investigative goals. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, and public groups. Ability to read, understand, and apply laws, administrative codes, attorney general opinions, and other legal documents such as court orders, policies, and subpoenas including familiarization with relevant laws relating to school safety (Penal Code, Education Code, Health and Safety Code, Family Code, etc.) and with Texas Health and Safety Code, as it relates to mental health care.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Date:** August 5, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.