

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/05 Effective Date	PREVENTION AND PROTECTION COORDINATOR Job Title	C4.12 Index
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DEFINITION

Performs a variety of confidential duties providing human resources consultative and support services in a functional area. Assists in the review of new hire applications, receives and investigates child abuse reports involving District employees.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions, and that work is reviewed occasionally while in progress and upon completion.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

Explains procedures, rules, policies and regulations of hiring practices, reference checking, child abuse reporting and sexual harassment to administrators, licensed staff, classified staff, unions and job applicants.

Prepares annual reports, status reports and confidential records as necessary.

Creates and updates process manuals, forms and communications materials.

Informs appropriate District staff of all issues as they arise.

Serves as a clearinghouse for information pertaining to prevention and protection issues.

Schedules meetings, conferences and any other action for District administrative personnel with employees and/or their representatives, agents, attorneys and other interested parties.

Collaborates with assigned administrative staff in assembling information, collecting data and preparing written responses and other records.

Researches questions concerning District policy, administrative rules and past practice.

Organizes case file materials in a meaningful, logical and accessible manner.

Tracks all case file movement and keeps responsible staff apprised of developments.

Creates and maintains a database of relevant information which pertains to all prevention and protection issues and which is easily accessible for research and historical purposes.

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Performs final review of new hire applications and hiring data to ensure that the District is in compliance with federal regulations and to ensure paperwork and references are complete.

Conducts training for District staff on sexual harassment, child abuse, and on staff reporting requirements, obligations and responsibilities.

Coordinates training and/or information meetings on the prevention of sex abuse for parents of students and the community.

Performs related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of recordkeeping.

Modern office procedures, practices and computer equipment.

Standard English grammar and rules of composition.

Pertinent policies, procedures, rules, regulations and other provisions affecting assigned area of responsibility.

Ability to:

Research, compile and analyze complex confidential information and to prepare narrative documents and statistical reports.

Plan, organize and direct the flow of a large volume of work involving substantial District interests.

Analyze and resolve technical questions and procedural problems and develop and implement plans and procedures.

Develop and maintain procedural systems and controls.

Evaluate and establish work priorities.

Work effectively with individuals and groups whose interests differ markedly from District interests.

Operate a computer terminal and sophisticated software applications to enter, revise and retrieve information, to formulate methods of collecting and presenting information,

Communicate clearly and concisely, both orally and in writing.

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Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible analytical and technical program support experience, preferably in a human resources, legal or law enforcement setting.

Training/Education:

Bachelor's degree from an accredited college or university, preferably with an emphasis on human resource management, public administration, education or a related field.