

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/91	<u>PROGRAM ASSISTANT/DRUG AND ALCOHOL</u>	1.8.1.7A
Effective Date	Job Title	Index

1. Primary Function: Provides leadership to the development, implementation, and evaluation of a District-wide K-12 program for drug and alcohol education and intervention.
2. Responsible to: Director, Alternative Services.
3. Assigned Responsibilities:
 - 3.01 Assists principals and other administrators in implementing the District drug and alcohol plan.
 - 3.02 Participates in the development, implementation, and revision of drug and alcohol education curriculum.
 - 3.03 Facilitates cooperation between the Salem-Keizer School District and city, county, and state agencies to more effectively provide drug and alcohol education for youth.
 - 3.04 Gives timely and up-to-date information to building staff regarding drug and alcohol awareness.
 - 3.05 Plans and provides inservice training for staff relating to drug and alcohol related issues.
 - 3.06 Works to identify and facilitate processes that will:
 - increase awareness of multiple agency and service organization activities related to drug and alcohol;
 - increase public awareness about drug and alcohol issues;
 - facilitate the identification of and implementation of linkages or partnerships that will more effectively meet the needs of youth.
 - 3.07 Assists in developing and monitoring budgets for grants and other districts and outside resources for drug and alcohol.
4. Key Relationships:
 - 4.01 Director, Alternative Services.
 - 4.02 Principals, Curriculum Coordinators, Special Education staff, counselors, Community Relations/Education staff.
 - 4.03 At Risk Youth Resource Teachers.
 - 4.04 Building staff.
5. Minimum Qualifications:
 - 5.01 Bachelor's degree or equivalent in education.
 - 5.02 Three years of teaching experience as a classroom teacher or equivalent in experience in working with drug and alcohol education and intervention.
 - 5.03 Demonstrated ability in group process and in organizational skills.
 - 5.04 Valid Oregon teaching certificate.

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6. Term of Employment: Teacher contract plus five days.
7. Salary Level: Placement on teacher salary schedule, plus Program Assistant differential.
8. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____