

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/08	PROGRAM ASSOCIATE – PREVENTION EDUCATION	1.8.2.3 A
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1. Primary Function: Provides leadership to the development, implementation and evaluation of a District-wide K-12 program for tobacco, alcohol and other drug, violence and youth gang prevention and early intervention.

2. Responsible to: Coordinator, Student Services

3. Assigned Responsibilities:
 - 3.01 Assists principals and other administrators in implementing the District drug, alcohol, and violence prevention plan.
 - 3.02 Participates in the development, implementation and revision of drug, alcohol, and violence prevention education curricula.
 - 3.03 Facilitates cooperation between the Salem-Keizer School District and city, county, and state agencies to more effectively provide drug, alcohol, and violence prevention education for youth.
 - 3.04 Gives timely and up-to-date information to building staff regarding drug, alcohol, and violence awareness.
 - 3.05 Plans and provides inservice training for staff relating to drug, alcohol, and violence related issues and curricula.
 - 3.06 Works to identify and facilitate processes that will: increase awareness of multiple agency and service organization activities related to drugs, alcohol, and violence; increase public awareness about drug, alcohol, and violence 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 district and outside resources for drug, alcohol, and violence prevention.
 - 3.08 Writes grants and required reports to funders.
 - 3.09 Serves as team leader for other licensed prevention staff.
 - 3.10 Follows specified standards, policies, protocols and procedures of the District.

4. Minimum Qualifications:
 - 4.01 Certification/Licensure
 - 4.01.1 Masters Degree in education, school counseling, or related field
 - 4.01.2 Valid Oregon Teaching or Counseling License
 - 4.01.3 Valid Oregon Drivers License

 - 4.02 Demonstrated ability to/knowledge of:
 - 4.02.1 Thorough knowledge of federal and state law regarding prevention education.
 - 4.02.2 Knowledge of growth and developmental stages of children.
 - 4.02.3 Ability to work effectively as part of a team or independently with staff, students, and parents. Ability to use a computer and other technological equipment.
 - 4.02.4 Excellent oral and written communication skills with the ability to speak effectively to large and small groups.

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- 4.02.5 Excellent human relations skills with the ability to establish good relationships with diverse individuals and groups.
- 4.02.6 Familiarity with prevention research and best practice.

- 5. Minimum Term of Employment: Teacher contract plus 5 days.
- 6. Salary Level: Placement on teacher salary schedule, plus Program Associate differential, plus five days.
- 7. 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 _____