

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

1/95	<u>PREVENTION EDUCATION SPECIALIST</u>	1.7.29.1A
Effective Date	Job Title	Index

1. Primary Function: Provides leadership to the development, implementation, and evaluation of a Districtwide K-12 program for tobacco, alcohol and other drug, violence and youth gang prevention and early intervention.
  
2. Responsible to: Director, Communications and Support Services
  
3. Responsibilities:
  - 3.01 Provides principals and other administrators assistance in implementing the District's drug and alcohol and violence prevention plan.
  - 3.02 Participates in the development, implementation and revision of drug and alcohol and violence prevention education curriculum.
  - 3.03 Facilitates cooperation between the Salem-Keizer Public Schools and city, county, and state agencies to more effectively provide drug and alcohol and violence prevention education for youth.
  - 3.04 Provides timely and up-to-date information to building staff regarding drug and alcohol and violence awareness.
  - 3.05 Plans and provides inservice training for staff relating to drug and alcohol and violence related issues.
  - 3.06 Identifies and facilitates processes that will:
    - 3.06.01 Increase awareness of multiple agency and service organization activities related to drugs and alcohol and violence;
    - 3.06.02 Increase public awareness about drug and alcohol and violence issues;
    - 3.06.03 Facilitate the identification of an implementation of linkages or partnerships that will more effectively meet the needs of youth.
  - 3.07 Plans, develops and monitors budgets for grants and other district and outside resources for drug and alcohol and violence prevention.
  
4. Key Relationships:
  - 4.01 Director, Communication & Support Services.
  - 4.02 Principals, Curriculum Coordinators, Special Education staff, counselors, Community Relations/Education staff, Prevention/Intervention Resource Teachers and Prevention Curriculum Resource Teacher.
  - 4.03 Building staff.
  
5. Minimum Qualifications:
  - 5.01 Valid Oregon teaching or Personnel Services license, counselor endorsement.
  - 5.02 Three years of experience as a classroom teacher or counselor.
  - 5.03 Demonstrated experience in working with drug and alcohol education, youth gangs, violence prevention and intervention.
  - 5.04 Demonstrated ability in group process and in organizational skills.

