Prevention/Intervention Program Coordinator
New Hanover County Schools

Job Description

Class: Classified
Dept: Student Support Services

TITLE: Prevention/Intervention Program Coordinator

QUALIFICATIONS:
1. Bachelor’s degree in Humanities, Substance Abuse and Prevention Consultant Certificate or equivalent combination of education and experience.
2. Minimum of four years experience working with school staff and students on substance abuse, prevention and intervention issues.
3. Other qualifications as the superintendent and board may find appropriate and acceptable.

REPORTS TO: Director of Student Support Services

JOB GOAL: To assist in developing, implementing and facilitating quality substance abuse and violence prevention programs for New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSILITIES:

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to student support services.

2. Manage violence and substance abuse prevention programs and services for New Hanover County Schools.

3. Provide consultation to school personnel on identification and intervention strategies for students identified as having substance abuse problems.

4. Consult with community agencies in providing outside services to schools.

5. Provide services to high-risk students in the alternative and other special schools on an as needed basis.

6. Provide substance abuse and violence prevention workshops for schools, parents and the community.

7. Manage the Safe and Drug-Free Schools grant budget and application process.

Revised 9.18.2013
8. Pursue the latest research to enhance knowledge of current legislation, literature, trends and developments in the area of substance abuse and violence prevention.

9. Maintain records and provide reports of services rendered; collect district discipline data and NHCS LEA Dropout Data per NC DPI reporting.

10. Assist with investigations of residency for the Student Support Department.

11. Serve as the substance abuse representative on various designated teams and serve as Lead PE/Health contact person.

12. Perform other duties and responsibilities as requested by the director or supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, teachers, and central office staff.
- Thorough knowledge of state laws, school board policies and school system guidelines regarding substance abuse and violence prevention.
- Considerable knowledge of outside agencies offering support and assistance with substance abuse and violence prevention.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements and ethical guidelines in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.