



## WAYNE COUNTY SCHOOL DISTRICT Job Description

<b>JOB TITLE:</b>	<b>Prevention/Intervention Coordinator</b>
<b>SUPERVISOR(s):</b>	Special Education Director
<b>SUPERVISION:</b>	N/A
<b>CLASSIFICATION:</b>	Classified
<b>REQUIREMENTS:</b>	<p><u>Education:</u> Graduation from high school, sufficient education to demonstrate an ability to perform above and related duties.</p> <p><u>Preferred Education:</u> Bachelor's degree in Health, Behavioral or Social Science or a closely related field. Education may be substituted for (2) years of related work experience.</p> <p><u>Experience:</u> Three (3) years-experience performing health related duties, data collection and documentation of preventative measures and related duties. An equivalent combination of education and experience may be considered.</p> <p><u>Special Qualifications/Licenses:</u> Candidate must have a valid Utah state driver's license. Candidates must successfully pass a fingerprinting background check.</p>
<b>SALARY SCHEDULE:</b>	Non-Licensed 9-Month Employee – Prevention Coordinator
<b>WORK-YEAR / HOURS:</b>	9 month
<b>LOCATION:</b>	Wayne School District - Various
<b>REVISION DATE:</b>	Sep 26, 2023

### **SUMMARY & GENERAL PURPOSE:**

Under close supervision of the Special Education Director-Prevention coordinator, performs routine work to support the development, design, coordination, and administration of positive behavior intervention and support, drug and alcohol prevention and intervention activities, mental health and wellness, truancy, attendance and suicide prevention in Wayne County. Expedited day-to-day processes related to providing direct services to all age groups within community agencies such as local community health and wellness clinics, juvenile justice, school districts, state agencies, and community coalitions. Coordinates and assists with wellness surveys, prevention programs, strategies, interventions and policies.

### **GOALS:**

To provide a welcoming and safe environment, as we strive to develop learners who positively contribute to their communities by nurturing meaningful relationships with families and colleagues. We model healthy, caring connections focused on empowering students to become successful in high school, college, career and life.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate or assist with activities specific to assigned programs and plans, as assigned.
- Prevention needs and assists with developing WCSD procedures.
- Assist with developing comprehensive prevention plans including but not limited to; behavior, suicide, substance abuse, health and wellness.
- Assist with identifying and implementing prevention programs in accordance with comprehensive local health plans about risk and protective factors.
- Assist with identifying, developing, and implementing school curricula, community classes, and public education related to prevention services.
- Support comprehensive prevention services throughout the county; disseminate information and assist with education, collaboration with community agencies.
- Maintain knowledge of current evidence-based prevention practices; attend and complete required training and technical reading, as needed.
- Complete prevention related documentation and data collection as required by state contracts, including community assessments, resource and program assessments, and program planning and evaluations.

## **KNOWLEDGE, SKILLS & ABILITIES:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge: Knowledge of the drug and alcohol risk and protective factor model

- Proficient knowledge of classroom policies and procedures.
- Knowledge of community resources and agencies
- Knowledge of prevention principles and risk and protective factors.
- Knowledge in de-escalation strategies.

Skills & Abilities: Skilled in written and verbal communication

- Skilled in interpersonal relations
- Skilled in software applications, including Google
- Strong people skills and affinity for children.
- Excellent observation and analytical skills.
- Available to work flexible hours to have meetings with parents and provide support to students.
- Ability to establish and maintain effective working relationships with those contacted during the course of work activities
- Ability to communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner
- Ability to write reports and make effective presentations
- Ability to participate as an active member of assigned team
- Ability to design effective programs for diverse cultural and socioeconomic backgrounds.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regular attendance, mental/emotional stability and timeliness are essential job functions to perform the duties and responsibilities of the position. Considerable physical activity. While performing the duties of this job, the employee is regularly required to walk, stand, use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee must occasionally lift and/or move heavy objects. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

## **WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment but work is occasionally performed outdoors including in hot, cold, or inclement weather. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work exposes the incumbent to high stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The incumbent is occasionally exposed to contagious or infectious diseases. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, or skills required of personnel so classified. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently. This updated job description supersedes prior descriptions for the same or similar position.*