

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Coordinator of Prevention Services

DEPARTMENT: Student Services

POSITION SUMMARY: Under the general direction of the Director of Student Services and Curriculum, or his/her designee, the Coordinator of Prevention Services will develop and implement a drug prevention/intervention education program that will meet the needs of TK-12 students, parents, teachers, and community; foster relationships between the District, community organizations, students, their families and county and public agencies to create prevention and intervention opportunities for at-risk students; develop and update district procedures for addressing students in crisis.

ESSENTIAL FUNCTIONS:

1. Develop, monitor and maintain effective district policies and programs for at-risk students.
2. Coordinate health related educational programs regarding substance abuse, maturation and communicable disease prevention for all students TK-12.
3. Coordinate Mental Health Prevention and Early Intervention Counseling services and programs including suicide awareness and prevention.
4. Coordinate and implement training for staff.
5. Coordinate a community resource directory and outreach program for the District.
6. Prepare reports and information for the Associate Superintendent for Educational Services and various state and federal agencies.
7. Supervise and coordinate TUSD Parent Liaison Program and evaluate Parent Liaison employees.
8. Plan, coordinate and implement strategies, curriculum and activities to involve parents of at-risk youth.
9. Research, plan, develop and implement prevention and intervention services and activities for at-risk youth.
10. Coordinate early intervention and mental health programs.
11. Serve as liaison for foster/homeless youth.
12. Develop and implement a Student Assistant program for early intervention of at-risk youth.
13. Serve on District and community committees, such as School Attendance Review Board, Prevention & Early Intervention County Committee, and others as needed.
14. Coordinate articulated communications with a variety of community services.
15. Research and implement new sources of funding and resources which meet the goals of the Prevention Services Program including budgeting and monitoring department funds.
16. Write grants and develop curriculum with respect to established District priorities, giving special emphasis to prevention and intervention education and related services.
17. Coordinate bi-annual California Healthy Kids Survey as required by the California Department of Education.
18. Maintain regular and prompt attendance in the workplace.
19. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE: Bachelor's Degree required, Marriage Family Therapist (MFT) or Master of Social Work (MSW) preferred, Licensed Clinical Social Worker (LCSW) or Licensed Marriage Family Therapist (LMFT) preferred. Experience in working directly with students who have substance abuse problems, mental health issues, foster and homeless youth and in setting up programs addressing prevention and early intervention services is preferred. Ability to assess student needs and pursue appropriate resources for students in crisis or at risk for both the family and/or school level.

SKILLS AND QUALIFICATIONS:

1. Ability to carry out oral and written direction; read and write at a level sufficient to fulfill the duties to be performed for the position described.
2. Possess leadership skills necessary to effectively conduct meetings/trainings.
3. Ability to operate a computer and knowledge of applicable software.
4. Knowledge of State and local education laws, codes and regulations.
5. Knowledge of Cognitive Behavior Therapy (CBT) interventions.
6. Maintain confidentiality on issues concerning program and students.
7. Communicate effectively both orally and in writing.
8. Analyze situations effectively and adopt an effective course of action.
9. Ability to establish and maintain cooperative working relationship with those contacted during the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 50 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with school site staff, students, parents, and the public. In addition, the Coordinator of Prevention Services must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other program related activities and events.

SALARY: Leadership/Management Salary Schedule (LME), Range 32

DAYS OF SERVICE: 200 Days

Board Approval: Elem. 3/30/93
 H.S. 4/27/93

Revised: TUSD 4/98
Revised: TUSD 5/10/16
Revised: TUSD 11/8/16 (range only)
Revised: TUSD 8/27/19