

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**MIDDLE GRADES COORDINATOR OF DRUG AND VIOLENCE PREVENTION**

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Minimum 3 to 5 year's experience working in youth oriented prevention activities.
- (3) Valid Florida driver's license.
- (4) Computer experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- (1) Ability to work well with others, individually or in group settings.
- (2) Ability to communicate concepts and ideas and to present them in an acceptable and effective manner.
- (3) Experience in project development, administration and supervision and/or interagency coordination.
- (4) Knowledge of the geographic and economic area served.
- (5) Knowledge of assigned content, service or project areas.

**REPORTS TO:**

Principal

<p><b>JOB GOAL</b></p> <p>To coordinate middle grades drug prevention and school safety programs.</p>
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Identify research-based drug and violence prevention strategies.
- (2) Assist schools in adopting the most successful strategies, including training of teachers, staff and relevant partners, as needed.
- (3) Develop, conduct and analyze assessments of school crime and drug problems.
- (4) Work with community agencies and organizations to ensure that student needs are met.
- (5) Work with parents and students to obtain information about effectiveness of the strategies and programs and to encourage their participation and input into the development and implementation of all programs.
- (6) Facilitate the evaluation of prevention programs and strategies and use findings to modify programs, as needed.
- (7) Identify additional funding sources for drug prevention and school safety programming.
- (8) Provide feedback to each other, the local community and regional advisory councils, other member districts of the Consortium and the Florida Department of Education on programs and activities that have proven successful in reducing drug use and improving school safety.
- (9) Collaborate with existing student assistance and employee assistance programs.

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## **MIDDLE GRADES COORDINATOR OF DRUG AND VIOLENCE PREVENTION (Continued)**

- (10) Link programs and strategies that serve to create safer, more orderly schools to other educational resources: Title I Compensatory Education funds, state Safe and Drug Free School funds, dropout prevention funds, ESOL and family literacy programs, etc.
- (11) Have individual district plans that contain measurable goals and objectives and report weekly to the lead Coordinator, monthly to the local Advisory Council and quarterly to the regional Advisory Council on progress toward meeting their goals and objectives.
- (12) Maintain and monitor all required records and files.
- (13) Complete all required reports and maintain appropriate records.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- (15) Provide leadership, direction and coordination of initiatives, which support the vision and mission of the Consortium and the enhancement of student learning, as well as drug and violence prevention.
- (16) Assist in implementing the NEFEC strategic plan.
- (17) Demonstrate initiative in the performance of assigned responsibilities.
- (18) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

10 months

7½ hours per day

Compensation based on 216-day instructional assistant

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Essential Performance Responsibilities

**Job Description Supplement Code 4**

**Rev. 11/6/00**