



**JOB DESCRIPTION**

<b>Job Title</b>	Alcohol, Tabacco, and Other Drug (ATOD) Program Coordinator
<b>Department</b>	Student Services
<b>Reports To</b>	Director of Student Services
<b>Classification</b>	Certified
<b>Location</b>	District Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	204 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Alcohol, Tabacco, and Other Drug (ATOD) Program Coordinator will support, design, implement, and coordinate ATOD services to meet the needs of students in the district.

**Essential Job Functions**

- Organize district ATOD activities and provide ongoing support and leadership in the area of ATOD.
- Identifies District ATOD needs.
- Participates in regional and statewide training on ATOD services and resources.
- Collaborates with Eau Claire County’s substance abuse prevention team.
- Provides and participates in professional development on ATOD support and services for district staff.
- Assists with data collection and data-based decision-making processes to support ATOD programs.
- Coordinates implementation of ATOD K-12 programs, including the Student Advocating for Excellence (SAFE) program at secondary schools.
- Maintains knowledge of current ATOD issues.
- Provides current research and information to district staff.
- Reviews and shares appropriate ATOD materials and resources with district staff.
- Implements DPI ATOD program standards.
- Explores funding sources for ATOD needs.
- Coordinates with DPI Pupil Services Prevention and Wellness Team.
- Secures, implements, and monitors competitive grants.

**Ancillary Job Functions**

- Represents district on state and regional ATOD committees.
- Keeps up to date and responds to current legislation.
- Performs related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Possession of a license issued by the Wisconsin Department of Public Instruction.
- Bachelor’s degree in social work, counseling, psychology, or related field.
- Experience planning and conducting professional development/training.
- Experience in data-based decision making.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience working with ATOD projects and programs.
- Demonstrated leadership and project organizational skills, (planning, implementing, evaluation).

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem solving.
- Demonstrated excellent oral and written communication skills.
- Demonstrated strong interpersonal skills with individuals, teams, and groups, (teachers, parents, administrators, and support staff).
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Frequently required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to drive to other locations.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.