

**JOB TITLE:** Prevention Specialist

**REPORTS TO:** Superintendent

**GENERAL SUMMARY**

The responsibilities of this position are to assess the needs of individual students and the district in relation to drug/alcohol/tobacco/violence/bullying/harassment-prevention strategies; use the assessment results to plan and implement a prevention program which will include parent and community involvement and drug/alcohol/tobacco-free activities and events; organize and direct activities and events which promote a lifestyle free of the abuse of drugs, alcohol, and/or tobacco; assist school staff in the enforcement of truancy laws.

**ESSENTIAL FUNCTIONS**

1. Research, plan, and implement drug/alcohol/tobacco-use prevention strategies; assess student/district/community needs in relationship to the program; provide for parent and community involvement.
2. Organize, coordinate, and direct drug/alcohol/tobacco-free activities for students which may take place in-district and/or within the community.
3. Assist in the implementation of procedures for decreasing violence, bullying and harassment.
4. Provide creativity and flexibility in problem-solving and guidance of students and parents while assisting administration in the follow-up to discipline.
5. Monitor student behavior; model appropriate behavior; correct behaviors and help maintain discipline according to established District policies and procedures.
6. Provide encouragement and reinforcement of positive student behavior.
7. Communicate with principal, assistant principal, teachers, counselors, SRO and/or office staff concerning individual student needs.
8. Maintain strict confidentiality in group or individual prevention activities except where mandated reporting laws apply.
9. Submit accurate forms/reports for program and administrative requirements as necessary.
10. Serve as a member of the instructional team of the District; perform related duties consistent with the scope and intent of the position.
11. Attend training appropriate to position.
12. Serve on the Granite Falls Community Coalition.

**MENTAL DEMANDS**

Requires substantial planning, development and creativity; requires organization and time management; requires concentration~exposed to frequent interruptions; requires adaptability and flexibility to different student learning and behavior styles and abilities; requires effective decision-making and problem-solving; requires ability to work independently; requires cooperation and ability to work as a team-member; requires self-discipline in behavior and attitude; requires accurate record-keeping; may require dealing with distraught, angry or hostile individuals.

**PHYSICAL DEMANDS**

Exposed to infectious diseases carried by students; exposed to student noise levels; may require prolonged standing or sitting; may require restraining out-of-control students; requires good visual and hearing ability; requires work outdoors in any kind of weather; may be asked attend evening meetings or activities; may represent the district on potentially sensitive or controversial matters.

**SPECIAL REQUIREMENTS**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license.

**CONDITIONS**

The list of essential functions is not exhaustive and maybe supplemented as necessary.