

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	DRUG-FREE SCHOOL COORDINATOR	File 419
Reports to:	Principal	
Job Objectives:	Administers the district's violence and substance abuse prevention programs. Articulates a clear, concise, and consistent message against violence and the illegal use of drugs. Brings the influences of home, school, and the community together to support prevention activities. Keeps district staff and the public informed of pertinent issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio teacher's license or certificate appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Demonstrates the ability to organize community support for prevention activities.· Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Coordinate the district's violence and substance abuse prevention programs.· Monitors the nature and extent of violence and substance abuse in the community.· Keep current with promising research, instructional materials, innovative programs, and teaching strategies. Develops a strategy to accomplish identified program objectives within specified time lines.· Upholds board policies and follows administrative procedures.· Maintains visibility. Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.· Plans, implements, and evaluates staff development programs.· Evaluates funding opportunities and recommends projects. Helps prepare foundation/grant proposals. Develops procedural protocols necessary to comply with reporting requirements. Prepares and disseminates project reports.· Oversees program implementation of the drug-free schools grant and other violence/drug prevention education projects.· Promotes the proper use and care of school property.· Maintains a prevention resource file (e.g., legislative reviews, pilot program reports, sample grant applications, archived records, etc.). Helps students and staff find and use appropriate prevention materials.· Maintains an information program to keep parents and the community informed about district programs. Coordinates leadership training for student	

- and adult volunteers. Serves as a consultant to community organizations.
- Provides information to help students develop a clear understanding of community standards, facts about violence, drugs, and respect for the law. Helps teach students to recognize proactive problem resolution strategies, positive friendships and healthy social activities.
- Helps students and staff identify drug-related problems and violence prone behaviors. Provides confidential ways for students and staff to seek professional assistance.
- Serves as a consultant to student activity advisors. Encourages student involvement in program activities (e.g., teen institute programs, prevention projects, etc.).
- Promotes favorable recognition of program participants.
- Encourages and facilitates student involvement in public service activities.

- Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities

The following characteristics and physical skills are important for the successful

Required:

performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.

- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.