

# **SCHOOL DISTRICT OF LEVY COUNTY**

## **JOB DESCRIPTION**

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

#### **QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited college or university.
- (2) Valid Florida drivers license.
- (3) Three (3) years of experience working with youth.
- (4) Computer proficiency.

#### **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 areas served.
- (5) Knowledge of assigned content, service or project area.

#### **REPORTS TO:**

District Drug Free and Safe School Coordinator

#### **JOB GOAL**

To coordinate middle grades drug prevention and school safety programs.

#### **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.

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- \* (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.
- \*(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 Schools 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) Ability to work in a constant state of alertness and safe manner.

**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:**

Salary and benefits shall be paid consistent with the District's Instructional compensation plan. Length of the work year and hours of employment shall be those established by the district.

**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**

**Board Approved 12/05/2000**

**Revised Board Approval 04/11/2017**