

TITLE: Substance Abuse/At-Risk Specialist 3.18

- QUALIFICATIONS:
1. Possess a valid professional certificate; e.g., teaching credential, Registered Nurse, Master of Social Work, School Counselor, Certified Alcohol and Drug Counselor, or document extensive, comparable experience in the field.
 2. Document a background in a comprehensive training program such as Community Intervention Program or IMPACT.
 3. Experience in working with the identification, referral, and support of youth considered as "at-risk."
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent

RESPONSIBLE TO: Building Principals

JOB GOAL: To assist the Principals in the responsibilities for all services and activities related to the identification, intervention and prevention of substance abuse among students.

PERFORMANCE RESPONSIBILITIES:

1. Organize and oversee the Substance Abuse/At-Risk Program for grades K-12.
2. Provide leadership which contributes to the achievement of the At-Risk program goals.
3. Coordinate and oversee the efforts of the At-Risk core teams in working effectively with other teachers and administrators.
4. Arrange for the training of staff which provides the skills necessary to develop and maintain school-based intervention programs.
5. Maintain communication between schools within the District concerning all at-risk services, training and related activities.
6. Assist in the development of effective administrative procedures for carrying our program policies.
7. Serve as the district liaison representative to other community agencies and groups serving the needs of youth.
8. Establish and maintain communication with parents of students referred for substance abuse assistance.

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9. Work with students and their parents for referral to appropriate treatment programs when the need and willingness is established.
10. Facilitate the flow of information and school class assignments between treatment centers and the school.
11. Keep accurate records on students served.
12. Organize, oversee, and/or conduct student support group seminars for students returning from substance abuse treatment services.
13. Performs such other related tasks as may be required from time to time.

EVALUATION: Performance of this job will be evaluated annually in accordance with Board policy.

Adopted 5/18/87