JOB DESCRIPTION

POSITION TITLE: Specialist, Prevention Intervention

DIVISION: Chief of Staff

DEPARTMENT: Policy, Planning and Student Support

REPORTS TO: Sr. Executive Director, Student Support

FLSA: Exempt

PAY FREQUENCY: Monthly

PAY GRADE: NZ00 and Degree Level

PAY SCHEDULE: Prevention/Intervention Schedule

JOB CODE: 408X or 408Y

PREREQUISITES:

1. Educational Level: Master Degree required
2. Certification/License Required: Mental Health/Counseling Certification/License (e.g., CAC [Certified Addiction Counselor]; LPC [Licensed Professional Counselor]; LCSW [Licensed Clinical Social Worker]; BCSCA [Board Certified in School Crisis Response]; or Registered Neutral for the State of Georgia); valid Georgia certification in school counseling; or valid Georgia certification in school psychology desired
3. Experience: 3 years of school or mental health experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; planning; organizational leadership and public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Increases the school community’s awareness of social emotional issues.
3. Provides in-service for District staff in identifying and responding to needs of students.
4. Works with community agencies to coordinate prevention/intervention programs for students.
5. Provides prevention programs for school which address the emotional/social issues faced by students and increases the school community’s awareness of the emotional/social challenges of today’s youth.
6. Works with local school crisis response teams, providing training, and emergency support.
7. Assists in the identification, acquisition, and implementation of approved drug and violence education and prevention curricula.
8. Evaluates prevention/intervention efforts of schools and staff as related to the Prevention/Intervention Center.
10. Coordinates information and data regarding participation of students, staff, and parents in activities related to the Prevention/Intervention Center.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee: ___________________________ Date: ________________

Signature of Supervisor: ___________________________ Date: ________________