

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Prevention/Intervention Specialist	
<i>Supervisor:</i> Director of Discipline & Prevention/Intervention Programs/Building Principal	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9/10 months	<i>Grade:</i> 11

Job Summary

The prevention/intervention specialist assists the director of discipline & prevention/intervention programs in implementing the K-12 substance abuse, behavior management, and violence prevention/intervention programs for the district. Manages the daily operation of the Positive Alternative to School Suspension (PASS), District Wide Positive Alternative to School Suspension (DW PASS), and Students Making A Right Turn (SMART) alternative programs for suspended and/or expelled students.

Essential Job Functions

Prevention:

Conducts and facilitates school-wide K-12 substance abuse prevention/education activities, collaborates and coordinates student training opportunities with other district and program staff.

Promotes and conducts substance prevention/education to students, parents, teachers, staff, and elementary feeder schools.

Provides training to school staff in areas related to chemical dependency, violence prevention, and social service interventions; assists in planning and organizing professional development opportunities.

Coordinates student identification process for intervention programs with school administrators, counselors, and other appropriate school-based staff.

Responsible for input, compilation, and completion of monthly and annual program reports to the director of discipline & prevention/intervention programs and school administration.

Provide direct support and assist students referred to In-School Suspension (ISS) program.

Proctor tests as needed.

Intervention:

Manages enrollment, participation and transition of students that are suspended/expelled from school.

Administers chemical dependency assessment to students and interprets results for administrators.

Responds to students in crisis situations with support and coordination of additional referrals and wrap-around services to students as needed to assist and support overall school success.

Communicates with local social service agencies and refers families to local social service agencies.

Coordinates student support with community treatment providers and other agencies regarding student contact, participation, progress, compliance and completion of district substance use policy requirements.

Assists administrators in monitoring students suspended for Alcohol, Tobacco and Other Drugs (ATOD) violations and various other policy infractions in accordance with school board policy.

Participates as a member of the school's intervention/crisis team.

Provides supervision of students assigned to the PASS, DW PASS and SMART programs, enforcing rules of the school, program and district policy.

Assists students assigned to the PASS, DW PASS and SMART programs with academic work, improvement of social skills, and in complying with treatment or behavioral plans.

Coordinates academic assignment requests with students' classroom teachers to ensure students have adequate school work to complete while assigned to the PASS, DW PASS, SMART programs.

Collects student academic assignments, reviews for completion, and returns completed work to appropriate teacher.

Proctors tests as needed.

Calls and/or meets with parents or guardians of students as needed.

Collects and maintains discipline and attendance data of students involved in the PASS, DW PASS, SMART programs.

Maintains discipline records, provides records management of student program files and assists with program evaluation.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy machine, and fax machine.

Independent Decisions

Must make independent decisions; protect confidentiality of student information and records; make appropriate referrals/reports to parents and/or school administrators and counselors.

Primary Working Contacts

Works with parents, students, administrative staff, administrators, teachers, additional school-based support staff, counselors, community providers, and other community agencies involved with students in program. Works closely with the director of discipline & prevention/intervention programs to implement Student Assistance Program (SAP), adherence to district school board policies, and to comply with any funding-source requirements.

Responsibility for Cash, Equipment, Safety

Safety of students supervised.

Supervision Received and Exercised

Works under the direct supervision of the director of discipline & prevention/intervention programs with input from the building principal.

Unusual Working Conditions

Students may display manipulative and disruptive behavior and use profanity.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Bachelor's degree in a related field, i.e., counseling, social work.
2. Formal training in the treatment of anger management, violent behavior, and chemical dependency, including individual and group alcohol/drug/anger management counseling.
3. Must hold and maintain, or be eligible for, certification as a qualified chemical dependency counselor with the State of Alaska or have equivalent combined education and experience.
4. Experience interacting with elementary and secondary students on a daily basis.
5. Experience counseling and working with students who are considered 'high risk,' have behavioral problems, poor social skills and with racially diverse backgrounds.
6. Provide academic tutoring and support to students enrolled in school-based program. Assignments require a minimum of one (1) year of experience completing chemical dependency assessments for adolescents.
7. Strong oral and written communication skills in English.
8. Excellent human relations skills.
9. Multiple task coordination.
10. Data collection and interpretation.
11. Program implementation.
12. Case management, and interpretive skills to identify student needs.
13. Skilled in the use of multimedia and computer technology.
14. Knowledge of middle and high school academic subjects to facilitate tutoring of students when necessary.

15. Knowledge of current alcohol, tobacco, drugs and other risky behavior trends involving children and adolescents.
16. Must have ability to facilitate groups on ATOD education, risky behaviors, social skills and anger management.
17. Relate and work successfully with students, parents, and school staff, community providers (i.e. OCS, Juvenile Probation, etc.) and to effectively work with students who are high-risk or who have behavioral problems and/or poor social skills; maintain a high degree of confidentiality.

The following are preferred:

1. Experience teaching ATOD, violence prevention, and other health related material to students grades K-12.
2. Familiarity with resource agencies providing counseling/rehabilitation services through the community.
3. Classroom management and de-escalation experience.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.