

TITLE: Coordinator, Safe and Drug-Free Schools

- QUALIFICATIONS:**
1. Master's degree in educational leadership, administration/supervision or other related areas.
 2. Certification in Educational Leadership or Administration and Supervision.
 3. Minimum three years experience in teaching, administration, grant proposal writing, program development, or combination thereof.
 4. Demonstrated ability in oral and written communications.
 5. Demonstrated ability to work with diverse groups of people.
 6. Experienced with industry-standard computer applications.
 7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Student Services Director and/or Designated Administrator

JOB GOAL: To develop, coordinate, and obtain grant funding to support the District's Safe and Drug-Free Schools and other Student Services programs, activities and goals.

ESSENTIAL FUNCTIONS:

1. Coordinates the planning and development of the Safe and Drug Free Schools grant proposal in support of Department and District goals and priorities.
2. Collects, analyzes, and disseminates information relating to alcohol, drug, tobacco and violence prevention, community partnership opportunities, and relevant information related to Department and District goals and priorities.
4. Writes, edits, reviews, and recommends approval of SDFS grant proposal.
5. Provides leadership in developing professional development activities based on violence prevention, school safety, alcohol and other drug prevention, counseling and drop-out prevention.
6. Coordinates and supervises the development and implementation of Safe and Drug-Free School staff, school counseling services, and drop-out prevention services in compliance with District, state, and federal policies and regulations.
7. Evaluates and supervises Safe and Drug-Free School staff.
8. Facilitates effective communication and information flow among all involved staff.
9. Provides leadership for technical support and assistance to departments and schools in the delivery and operation of programs.

OTHER RESPONSIBILITIES:

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

PHYSICAL REQUIREMENT:

This position requires 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:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 06-29-05