

DRUG/SUBSTANCE ABUSE PREVENTION COORDINATOR

Code No. 5-01-032

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible staff position in a school district in which the employee serves as a resource person to staff, students and parents in the areas of drug and chemical abuse prevention and identification. The Coordinator assists in program and procedures development, provides in-service training and acts as liaison between students, parents, staff and community resources. Direct counseling is not a responsibility of this position. Rather, the incumbent assists in the building team (school psychologists, guidance counselors and social workers) and parents in identifying drug and substance abuse problems (or potential problems), facilitating the process involved in addressing the problems, securing therapeutic help and tapping community resources. The incumbent receives general supervision from an administrator. Supervision is not a responsibility of this class. The incumbent may be required to work irregular hours. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Assists in developing a continuing in-service program for all staff members with emphasis on preventative approaches and early intervention of suspected chemical abuse;

Serves as a resource person to building staffs in establishing support groups and making outside referrals;

Monitors the continuum of intervention, treatment and aftercare services available to students;

Assists in developing and monitoring of procedures regarding drug prevention;

Works with the adult education coordinator in regard to establishing classes on parenting and identifying chemical use and related problems;

Updates school personnel on available human services in the community;

Assists and communicates with counselors, instructional staff, family revenues and outside agencies regarding a student's transition on return from treatment to school;

Serves as a consultant to the Curriculum Development Committee;

Serves as a resource person to students, staff and parents;

Serves as a liaison to all concerned community organizations involved with community intervention.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of drug/substance abuse problems, their causes and effects; good knowledge of community resources, referral and human services agencies; good knowledge of the psychological and physiological effects of drug/substance abuse; working knowledge of adolescent psychology; working knowledge of education laws and Commissioners Regulations regarding referrals to the Committee on the handicapped and sexual abuse; good listening skills; ability to plan, execute and coordinate informational materials, activities and meetings; ability to train; ability to communicate effectively both orally and in writing; ability to solve problems; ability to work with support groups, agencies and parents; organizational ability; integrity; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years of responsible paid full-time or its part-time equivalent experience in youth activities such as counseling or casework, program planning or implementation, youth advocacy or related area, including one (1) year of experience in drug/substance abuse counseling or activities; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Psychology, Social Work, Human Services or related field plus one (1) year of the more specialized experience as describe in (A).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: September 11, 1986