

Browning Public Schools
JOB DESCRIPTION
Effective: May 14, 2019

Prevention Coordinator

Summary of Functions

Implements, coordinates, monitors and evaluates the District and School-Based Health Care Prevention programs and implements Board Policy related to employee and student drug and alcohol abuse. Provides training and coordination for, but not limited to, violence, bullying, substance abuse, drug and alcohol intervention.

Essential Duties and Responsibilities

- 1) Coordination – Works in coordination Browning Public School’s prevention programs and School-based Health Care, Alti-Care, Tribal Health Improvement Plan (THIP), and other community, tribal, and state prevention programs to plan, schedule, and deliver quality services following the public health model and individual interventions.
- 2) Cooperation – Works cooperatively and in coordination with instructional leaders, teachers, other school staff and local agencies in carrying out the goals of the Prevention Program. Assists students, both individually and in groups, with the school environment to identify and manage family crisis situations affecting the full participation of students in school instruction and activities. Works with parents to create a partnership in that process.
- 3) Assessment – Consults and cooperates with nutritionist, school psychologists, guidance counselors, nurses, principals and teachers in assessing the mental and emotional health of the individual student having school difficulty and participates in developing intervention plans. Assesses district wide prevention needs, coordinates district assessments including YRBS, PNA, BMI, Annual Health Measures, Tri-Ethnic Center, MPNA, Olweus, etc.
- 4) Student Contact – Assists with identification of appropriate training for students as it relates to district needs and offers special classes or oversees special programs designed to help at-risk students (e.g. Insight classes). Schedules and conducts regular support groups and gives prevention related lectures to students. Organizes appropriate after school and weekend activities.
- 5) Curriculum – Assists with the implementation of the District Prevention programs.
- 6) Staff Development – Develops and implements staff training programs as needed to carry out the objectives of the program. Shares and encourages the development of new concepts and findings in the field to enhance learning. Conducts an 8-hour class in accordance with Board policy for all newly hired employees.

- 7) Referral – Promotes programming to identify students in need of treatment or therapy and makes appropriate referrals.
- 8) Records – Maintains a record keeping system of referrals, visitations and evaluation as required by law, policy and administrative regulation.
- 9) Resource Materials – Collects and catalogues resources relevant to the Program and provides resources to schools to ensure implementation of the Program. Maintains and controls inventory of materials and equipment for the Program.
- 10) Public Relations – Promotes, publicizes and interprets program to staff and the community at large. Presents a positive image of the school to parents and conveys to them the school's genuine concern with the education, growth and development of each child. Coordinate social media campaign for Browning Public Schools.
- 11) Confidentiality – Maintains safeguards over protected, privileged or confidential information, verbal and written, to prevent unauthorized disclosures.
- 12) Other – Performs such other functions as may be necessary to the work of the office. Maintains confidentiality regarding staff and students.

Organizational Relationships

Supervised by and reports to Superintendent or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ☐ Bachelor's Degree in Education, Public Health, or related field. Preferred: Master's Degree in Education, Public Health Administration, or related field.
- ☐ Three (3) years' experience working in prevention.
- ☐ Proficient with desktop computers, preferably Microsoft operating system.
- ☐ Knowledge of the history and culture of the Blackfeet Tribe.
- ☐ Knowledge of and personally acquainted with local parents and families.
- ☐ Knowledge of the principles and concepts of administration.
- ☐ Ability to interact positively with students, staff and community.
- ☐ Good communication, problem-solving and organization skills.

- ❑ Ability to work with others and without close supervision.
- ❑ Ability to work some non-traditional hours and flextime as needed.
- ❑ Valid Montana driver's license.
- ❑ Good work habits.

Desirable Qualifications – Master's or Doctoral degree in Educational Administration or a related field. Grant writing experience.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Duties are performed by the individual(s) currently holding this position and additional duties may be assigned.