

School District of Tomahawk Health/AODA Coordinator Job Description

AODA Focus

To develop an awareness among all students and staff concerning the beneficial uses of drugs and the dangers of alcohol/drug abuse; to seek and complete requests for proposals for various government and private grants; to be a resource person for students and staff.

1. Yearly review of curriculum and instruction that meets all of the requirements of Wis. Stats. sec. 118.01(2)d,c and 6., and which includes all of the following:
 - a. Provides accurate and up-to-date information on health promotion and risk behaviors
 - b. Provides accurate information about youth attitudes and AODA behaviors and related youth risk behavior
 - c. Provides a strong focus on life skill development, such as decision making, goal setting, and communications skills
 - d. Emphasizes key concepts that cross many health and safety issues
 - e. Provides multiple instructional strategies
 - f. Is developmentally appropriate and builds on a pupil's prior knowledge
 - g. Provides a sense of safety and community in the classroom
 - h. Provides clear and consistent messages
 - i. Involves parents and guardians in instructional programs
2. Yearly review of established programs or development of new programs, if necessary, which may include pupil assistance programs, peer programs, student clubs, and drug free alternatives.
3. Yearly review of established programs or development of new programs, if necessary, which may include programs for adults including staff development, employee assistance and wellness programs, and parent and community education.
4. Integration of community resources and support services including, but not limited to, human services providers, private treatment providers, law enforcement officers, and judicial personnel.

Health Focus

To provide coordination between the three levels of health education (elementary, middle and high school) in order to better meet the education needs of students.

1. Arranges and schedules regular meetings of all district health instructors.
2. Disseminates information concerning health education to health education instructors and other district instructors as deemed appropriate.
3. Provides representation at local, county and State health meeting and conferences as approved by the director of instruction or building administration.
4. Provides for coordination of health, human growth and development curriculum and instruction practice with district health instructors, the director of instruction or building administration.