



SUBSTANCE USE PREVENTION & INTERVENTION SPECIALIST

Classification: Professional-Technical Level 1

Location: Assigned High School

Reports to: Building Principal

FLSA: Non-Exempt

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

Responsible for the delivery of educational and support services. Such services will include, but not be limited to, classroom presentations, trainings, alcohol, other drug, and nicotine abuse support groups, other social skills groups, individual support, crisis intervention (including suicide disclosures), mental health interventions and family support.

Part II: Supervision and Controls over the Work

Works under the supervision of the building principal. The specialist will coordinate and collaborate with building administration to provide service and support to students, families and staff per district policies and procedures.

Part III: Major Duties and Responsibilities

Duties may include some or all of the following:

1. Works 1:1 and in small groups to develop and maintain a comprehensive prevention and intervention plan that addresses problems associated with familial, and student substance use, social, emotional, behavioral, and mental health related problems.
2. Collaborates with district staff, school staff, community representatives and resources, and special interest groups in developing programs and initiatives around best practices to support alcohol, nicotine, and other drug-use prevention and intervention programs for students.
3. Develops program information, marketing, and public information materials and campaigns designed to inform students and community of program offerings and initiatives.
4. Participates in ongoing substance use education for the development of presentations to students, family and staff. May develop and lead professional development presentations for school staff.
5. Enforces the policies, rules, and regulations of the program as approved by the board of directors and community partners. Monitors programs and activities to ensure



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compliance with established financial, legal and/or administrative requirements. Participates in meetings, workshops and seminars to convey and/or gather information required for program initiatives and administration.

6. Collaborates with site staff and volunteers for the purpose of providing direction and/or ensuring compliance with established policies and regulations.
7. Responds to inquiries, resolves problems, and provides information and/or make referrals to appropriate resources. Serves as liaison to parents, schools and the community to facilitate communication in order to support students and school safety.
8. Assists in program evaluation and development to improve quality and implement new ideas.
9. Communicates with treatment agencies to track students progress and completion of substance use treatment requirements.
10. Assists with suicide intervention, education, and support services within the assigned building and in the district.

Perform other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree with emphasis on social services and counseling.
3. A minimum of two years training and experience in drug use prevention and/or social services programs. Additional education may substitute for experience.
4. Ability to work effectively, professionally, and collaboratively with parents, public, and other staff.
5. Ability to work without direct supervision and coordinate activities.
6. Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community. Commitment to protecting the security of student data.
7. Ability to communicate effectively verbally and in writing and to use correct punctuation, spelling, and use of English.

Part V: Desired Qualifications

1. Bachelor's degree in education, social services, counseling, or related fields.



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2. Training in substance use disorder.

Part VI: Physical and Environmental Requirements of the positions

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in a school, classroom, or meeting environment before, during, and after school hours. Supervises students individually and in established counseling groups or in classroom presentations.

The employee must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students when required to intervene in student safety issues. While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, and hear. Employees may be required to perform extensive work at a computer display terminal.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.