

Jackson County Schools Safe and Drug-Free Schools Site Prevention Specialist

Job Description

Qualifications:

1. West Virginia Teacher Certification.
2. Training and experience in prevention programming, character education, and student involvement programming.
3. Experience in implementation of preventive discipline.
4. Member of school staff.
5. Ability to work cooperatively with school personnel and the Safe and Drug Free Schools Resource Teacher.

Immediate Supervisor: School Principal

Duties and Responsibilities: To be completed outside the employee's instructional assignment, such as during the teacher's lunch period, before and/or after school hours.

1. Coordinate school prevention activities.
2. Ensure implementation of prevention programs required by law and policy.
3. Attend Preventive Discipline, Character Education and Student Involvement training as required and scheduled by the County Director of Federal Programs.
4. Maintain professional work habits.
5. Work cooperatively with school personnel.
6. Perform other job-related duties as assigned by the principal.

Jackson County Board of Education
October 21, 2004