

**TITLE:** Middle School Drug Prevention and School Safety Program Coordinator

**QUALIFICATIONS:** This will require educational certification and/or Substance Awareness certification in drug and alcoholism from the State of New Jersey, or a Masters in Social Work. The coordinator will be responsible to keep abreast of certification requirements and to pursue appropriate training.

**GENERAL DISCRIPTION:** This Coordinator will lead the school through the three to four year process of implementing Early Warning, Timely Response, as outlined in the Middle School Drug Prevention and School Safety Program Grant Application.

**REPORTS TO:** Lakeside Principal

**RANGE OF PERFORMANCE RESPONSIBILITIES:** (Including, but not limited to)

1. Identify additional research-based drug and violence prevention strategies
2. Assist the school in adopting the most successful strategies
3. Train teachers, staff and relevant partners as needed
4. develop, conduct and analyze assessments
5. Work with community agencies and organizations to ensure that students' needs are met
6. Work with parents and students to obtain information about effective programs and strategies
7. Encourage parent and student participation in development and implementation of programs
8. Facilitate evaluation of prevention programs and strategies and use findings to modify programs as needed
9. Identify additional funding sources for drug prevention and school safety programming
10. Provide feedback to the school on programs and activities that have proven to be successful in reducing drug use and improving school safety
11. Coordinate with student assistance and employee assistance programs
12. Link other educational resources, funds to programs and strategies that serve to create safer, more orderly schools.

**TERMS OF EMPLOYMENT:** Salary and work year to be according to the current schedule and contract based upon receipt of grant funding

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education, the appropriate association and/or past practices of the district.