PREVENTION-INTERVENTION PROGRAMS SPECIALIST

JOB DESCRIPTION

DIVISION: Leadership and Planning	**GRADE:** Technical/Other Professional – Group B
DEPARTMENT: Student Services	**WORK DAYS:** 216
REPORTS TO: Coordinator of Student Services	**FLSA STATUS:** Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To coach administrators, teachers and staff using a problem solving framework to improve lifelong academic and behavioral outcomes for students.

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited institution

CERTIFICATION:

- Valid Florida Teacher Certification
- Or (3) District issued vocational or other appropriate certification (i.e. counseling, health and wellness, substance abuse prevention, Positive Behavior Support)

WORK EXPERIENCE:

- Minimum five (5) years preferred experience in coordinating and facilitating prevention and intervention programs, or successful years of experience in a community organization
- Experience in facilitating the problem solving process, monitoring student's response to intervention and coaching schools on a multi-tiered system of supports

PREFERRED QUALIFICATIONS

- Ability to effectively communicate orally and in writing
- Ability to use student database systems
- Ability to provide professional development and advice to parents, teachers and other school personnel on Positive Behavior Intervention and Supports
- Ability to interact with a wide variety of persons including students, parents, agency personnel and school personnel
- Knowledge of the problem solving process and creating a multi-tiered system of supports
- Ability to meet deadlines and complete required paperwork accurately
- Ability to analyze data to evaluate the effectiveness of services provided
- Ability to collaborate with community agencies

SUPERVISES

N/A

ESSENTIAL DUTIES

- Facilitate, support schools daily, and attend MTSS Team meetings weekly and monthly
- Facilitate, support schools daily, and attend PBIS monthly meetings and support PBIS coaches
- Coordinate, facilitate and review Mid-Year and End-of-year PBIS data and walkthroughs for all Martin County School District schools
- Monitor twenty Martin County School District coaches for meeting attendance and completed paperwork, guidance and ESE
- Develop graphs for interpreting discipline from district SIS
- Recommend creation of data framework
- Create prevention intervention programs to address bullying, suicide, tobacco usage, drugs and alcohol

- Coordinate prevention work programs
- Assist PBIS model school application
- Member of each school site Threat and Assessment team
- Train schools on the PBIS framework
- Serve on district committees: including documentation , research, reports and school action plans
- Perform other tasks or duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and/or classroom environment.
Physical Demands: Routine physical activity associated with normal office and school environment.
Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.