

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Prevention Coordinator/Counselor

Supervisor: Director of Federal/Bilingual Programs

General Job Description: The Prevention Coordinator will implement and coordinate the Drug Free/Preventive Program in the Clovis Schools, targeting all high risk students.

Essential Duties and Responsibilities:

1. Develop and implement a school level guidance program focused on the physical, social, intellectual emotional, and vocational growth of each student.
2. Coordinate activities in the guidance and counseling program.
3. Provide information and facilitate guidance activities for students, staff, and parents.
4. Serve as a consultant to the school and community.
5. Provide individual and group counseling.
6. Uphold the standards of the counseling profession.
7. Be available to principals, counselors, nurses and other staff who request counseling services.
8. Conduct support groups in schools when requested.
9. Follow-up with students who have been previously referred.
10. Contact parents when necessary and include them in counseling sessions as appropriate.
11. Serve as a liaison with community agencies.
12. Make school personnel aware of resources available for referrals.
13. Keep current on trends in prevention through local, state and regional meetings.
14. Work cooperatively with the Director of Guidance, SAT's, and school personnel in the referral and follow-up of identified students.
15. Keep records current and updated.
16. Participate in program needs assessment, preparation, and evaluation.
17. Management of budget and line items.

Additional Duties and Responsibilities:

1. Consult with counselors pertaining to setting up support groups.
2. Prepare reports for SDE, Children, Youth, and Families Bureau, and Central Office.
3. Make home visits when needed and appropriate.
4. Be available to assist in crisis situations that are dealt with in the school setting.
5. Coordinate the Peer-Helper program in the Junior High Schools and High School.
6. Conduct inservice training for staff.
7. Provide workshops for staff.
8. Attend meetings in the community when they are pertinent to the Prevention Program.
9. Know danger signals of suicide and abuse.
10. Know danger signals of hostile parents and be able to diffuse sensitive situations.
11. Be aware of signals indicating who may require restraints due to emotional reactions.
12. Know when to make referrals for high risk youth and families.
13. Such other task as deemed appropriate by the supervisor(s).

Qualifications:

1. A bachelor's degree, a master's preferred.
2. Three years teaching experience and/or related preventive/counseling experience.
3. Support group and individual counseling experience.

4. A valid New Mexico Level I Guidance/Counseling license.
5. Training in substance abuse education.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, climbing stairs, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Must handle drug prevention guides and federal regulations.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.