

**TITLE:** COUNSELOR, SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES (SDFSC)

**QUALIFICATIONS:**

1. California pupil personnel services credential authorizing service in area of assignment
2. Knowledge of research-based alcohol, tobacco, drug and violence prevention, early intervention and intervention programs
3. Knowledge of incidence and prevalence of illegal drug use and violence among youth and factors, buffers or assets likely to prevent or decrease these behaviors
4. Ability to use district data to identify and track pupils likely to benefit from and receiving services
5. Ability to differentiate programs shown to be effective through scientifically-based research and those without such demonstration
6. Experience working with parents and pupils in urban school setting
7. Knowledge of program evaluation procedures

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To help create and maintain safe, disciplined and drug-free environments

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in identifying, developing and maintaining district programs to prevent violence in and around schools
2. Assists in identifying, developing and maintaining district programs to prevent and reduce the illegal use of alcohol, tobacco and drugs by pupils
3. Assists, advises, facilitates and coordinates related school guidance and counseling programs
4. Identifies needs and helps others deliver research-based programs for pupils, teachers and parents to enhance health and safety of pupils and accomplish program objectives
5. Provides information as needed on SDFSC activities which foster safe and drug-free learning environment that supports academic achievement
6. Collects and uses, and assists others in using, data to make decisions in support of program objectives
7. Prepares assurances, performance indicators and reports to address SDFSC federal and state requirements
8. Consults with local government representatives, representatives of schools to be served (including private schools), staff, parents, students, community-based organizations and others with relevant and demonstrated expertise in drug and violence prevention activities
9. Assists in developing and training staff in prevention, mitigation, response and recovery of crisis, violent, and traumatic incidents on school grounds
10. Helps implement district's code of student conduct; helps enhance security procedures at district schools
11. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; teacher salary schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable