

**McDowell County Schools
Job Description**

POSITION: Safe and Drug Free School Facilitator

REPORTS TO: Site Principal

DEPARTMENT: Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: School term

COMPENSATION: \$300 per School Year

EVALUATION: This job description will be reviewed annually by the Adult/Student Special Programs Coordinator. Evaluations will be conducted quarterly. All job descriptions will contain information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all work required or performed.

JOB SUMMARY: To accomplish the goals and objectives of the Safe and Drug Free Schools Grant

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend all scheduled meetings by the Safe and Drug Free Schools Coordinator required
- Participate and schedule school wide events and activities for Red Ribbon Week
- Participate and schedule school wide events and activities for Alcohol and Other Drug Awareness Week
- Sponsor poster contests within school
- Assist with and attend the McDowell County Drug Free Alternative Day required
- Present information from Safe and Drug Free Schools Meetings to Administration/Faculty Senate
- Prepare and submit articles to the newspaper relevant to Safe and Drug Free Schools events and activities within the school and community
- Prepare and submit a monthly calendar of events to students for Red Ribbon Week and Alcohol and Other Drug Awareness Week
- Other duties necessary to meet the goals and objectives of the Safe and Drug Free School grant

SUPERVISORY RESPONSIBILITIES: Exercise supervision over students

QUALIFICATION REQUIREMENTS:

- Experience with elementary, middle, and high school students preferred
- Knowledge and experience with facilitating programs and activities to meet specific goals
- Knowledge and experience with Safe and Drug Free Schools Program
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EDUCATION AND/OR EXPERIENCE:

- Knowledgeable about technology and computer programs; and
- On-site applicants preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess WV Teaching Certificate

LANGUAGE SKILLS: Ability to read, analyze, and interpret information. Ability to write reports. Ability to effectively present information and respond to questions from groups of parents, teachers, and the general public.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING AND OTHER SKILLS/ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books or data projector/computer carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.