

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SAFE SCHOOL LIAISON

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: ALL MIDDLE SCHOOLS

QUALIFICATIONS:

A Bachelors Degree, Masters Degree preferred in Health Education, Psychology, Sociology, Social Work, Nursing or related field with an emphasis on adolescent development, with a preference for ten years in the field, of which two years must have been in teaching, administering guidance or providing health services for youth.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of children in the age group assigned. Knowledge of prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze survey results and prescribe actions for improvement. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Supervisor of Pupil Support Services and Principal

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with district philosophy, goals and objectives.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Coordinate with the Program Director to ensure all standard core program activities are completed as outlined and to receive approval for program-related expenditures.
- *(2) Facilitate student participation in the "Managing the Middle Years: Building Resiliency and Reducing Risks" program by articulating with classroom.
- *(3) Conduct oneself at all times as a role model, mentor who builds social-emotional competence and promoter of non-violence and mutual respect. Provide informal opportunities for students, supervisors and school staff to imitate and learn from personal example.
- *(4) Conduct at least one training session per year for school staff about research-based substance abuse and violence prevention programs.
- *(5) Coordinate activities and cross-train with assigned staff.
- *(6) Identify research-based drug and violence prevention strategies and assist schools in adopting the most successful strategies, including training of teachers, staff and relevant partners as needed.
- *(7) Develop, conduct, and analyze assessments of school crime and drug problems and work with

SAFE SCHOOL LIAISON (Continued)

- community agencies and organizations to ensure that students' needs are met.
- * (8) Facilitate parent training seminars and coordinate parent volunteers. Topics may include parenting skills for raising adolescents, conflict resolution, substance abuse prevention, studying skills and additional topics as needed.
 - * (9) Provide families with an opportunity to become involved and feel welcome. Work with parents and students to obtain information about effective programs and strategies and encourage their participation in development and implementation.
 - * (10) Establish contact with community-based organizations, agencies, businesses and groups to facilitate partnership linkages in program activities and to build relationships.
 - * (11) Coordinate communication with community partners, parents and school staff to eliminate duplication and fragmentation.
 - * (12) Attend the program's monthly regional coordination meetings.
 - * (13) Facilitate evaluation of prevention programs and strategies and use findings to modify programs as needed.
 - * (14) Identify additional funding sources for drug prevention and school safety programming.
 - * (15) Provide feedback to the Safe and Drug Free Schools Advisory Council on programs and activities that have proven to be successful in reducing drug use and improving school safety.
 - * (16) Coordinate with student assistance and employee assistance programs.
 - * (17) Facilitate linkages with other educational resources, such as Title I compensatory education funds, programs and strategies that serve to create safer, more orderly schools.
 - * (18) Work towards achieving the program's measurable goals and objectives and report monthly at the Safe and Drug Free Schools Advisory Council and annually for evaluation purposes on progress toward meeting those goals and objectives.
 - * (19) Provide a learning environment that supports the whole child:
 - Safe and healthy indoor/outdoor environment
 - Safety and Health policies in place
 - Flexible schedule for students to move at their own pace (internal control)
 - Balanced activities that are age appropriate and emerge from children's interest and different learning styles
 - Administrative policies
 - (20) Perform any additional "Managing the Middle Years: Building Resiliency and Reducing Risks" Community Learning Center activities assigned by the school principal or Program Director.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities