

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/1/18	<u>School Drug and Alcohol Counselor</u>	1.5.5
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Primary Function:

Assists in the development, implementation, and evaluation of a drug and alcohol prevention and diversion program at assigned school(s).

Responsible to:

Building principal(s) at assigned school(s).

Responsibilities:

- E-1 Provides in-school drug and alcohol diversion program for selected students.
- E-2 Conducts pre-assessment screenings for students being disciplined for drug or alcohol offenses.
- E-3 Conducts recovery support groups and drug/alcohol education groups.
- E-4 Participates in the development and maintenance of Student Assistance Programs in the schools.
- E-5 Provides individual/group/family support to students involved in drug and alcohol abuse.
- E-6 Provides support to administration and teachers in implementing the District drug and alcohol plan.
- E-7 Plans and provides training for staff and parents related to drugs and alcohol.
- E-8 Provides information to staff, parents, and students regarding community resources and activities.
- E-9 Performs other duties as assigned.

Key Relationships:

- Principals and Assistant Principals.
- Level Director(s).
- Youth Services Teams and counselors.
- Community agencies.
- Building staff.

Minimum Qualifications:

- Valid Oregon School Counselor or Limited Student Services license.
- Three years of experience as a counselor or Social Worker.
- Demonstrated experience in working with drug and alcohol education.
- Demonstrated ability in group process and in organizational skills.

Work Environment:

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate

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equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Term of Employment:

See licensed educator contract.

Salary Level:

Placement on the Salem-Keizer Public Schools Licensed Employee Salary Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the District's process for the evaluation of licensed personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____