

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

Posting Dates: July 12, 2012-Until Filled

TITLE: Prevention Coordinator – Pupil Personnel Services

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must also submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: Associate's degree in social science, education, or social work or relevant experience.

Experience: Some experience in the human services field with emphasis on intervention activities with youth. Knowledge of substance abuse issues and some staff and student development experience preferred.

REPORTS TO: Director, Pupil Personnel Services

**TERMS OF EMPLOYMENT: Professional Salary Schedule – Grade 1; 210 days,
40 Hours/Week - \$889.00 per week.**

JOB GOAL: The primary responsibility will be to implement a district wide violence and substance abuse prevention program. Additional responsibility of assisting this district is planning and program development. Will serve as technical resource person to a community based coalition.

ESSENTIAL FUNCTIONS:

Implement prevention programs such as Conflict Resolution Program, Peer Mediation Program, Second Step, and Aggressors, Victims, and Bystanders Ripple Effects at the elementary level as proposal directs.

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ESSENTIAL FUNCTIONS (continued)

Assist teachers in implementing a conflict resolution/violence prevention curriculum in their classrooms.

Plan, develop, coordinate and conduct in-service violence prevention programs/training for staff, students, parents, and the community.

Provide technical assistance and resources to a community based coalition.

Develop a resource manual on violence prevention projects/activities.

Assist in collecting data and preparing for evaluation of the violence prevention programs and submit a final report.

Performs other related duties and responsibilities as assigned or as appropriate.

Spearhead district wide awareness campaigns and initiatives on violence prevention.

PHYSICAL DEMANDS FOR POSITION:

Light Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy for Professional Salary Schedule personnel.

REV.:7/2012

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the: Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St., Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-1259

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 1259

Ponemos a sus órdenes el servicio de traducción. Las personas

interesadas, favor de llamarnos al 760-1259

設有翻譯服務,祇要提出要求,請電 760-1259