

POSITION DESCRIPTION

TITLE:	ATOD Prevention Coordinator	SUPERVISOR:	Director of Student Services and Special Education
DEPARTMENT:	Division of Teaching and Learning	CLASSIFICATION:	Certified

I. Accountability Objectives:

The Alcohol, Tobacco and Other Drug (ATOD) Program Coordinator will design, implement, coordinate and evaluate the district comprehensive ATOD program.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 200 Days over 12 Months

III. Position Relationships:

Reports to: Director of Student Services and Special Education
Coordinates with: Division of Teaching and Learning team, building principals and other district staff.
Type of Coordination: Organizing district ATOD activities and providing ongoing support and leadership in the ATOD area.

IV. Position Qualifications:

- A. Required Qualifications:
Wisconsin certification for the position.
- B. Desired Qualifications:
School or community experience in health promotion, counseling or ATOD prevention, advanced coursework or degree in ATOD prevention and/or treatment.
- C. Special Requirements:
School or community experience in health promotion, counseling or ATOD prevention, advanced coursework or degree in ATOD prevention and/or treatment.

V. Position Responsibilities:

- A. DISTRICT
1. Identifies district ATOD program needs.
 2. Coordinates implementation of ATOD K-12 program.
 3. Integrates ATOD program within all areas of the Division of Teaching and Learning.
 4. Facilitates ATOD policy development.
 5. Maintains knowledge of current ATOD issues.
 6. Provides current research and information to district staff.
 7. Selects and shares available ATOD materials with district staff.
 8. Reviews and evaluates current ATOD programs.
 9. Implements DPI ATOD program standards.
 10. Explores funding sources.
 11. Provides training and staff development.
 12. Conducts student ATOD use surveys.
 13. Collects and tabulates district ATOD data.
 14. Acts as spokesperson for district ATOD issues.

POSITION DESCRIPTION

B. LOCAL COMMUNITY

1. Collaborates efforts with CESA #10.
2. Collaborates efforts with school districts in Eau Claire County
3. Represents district on Eau Claire City/County ATOD committees, i.e. Tobacco Free Partnership of Eau Claire County, Consortium for Substance Abuse Prevention in Eau Claire County.
4. Provides program/presentations to community groups.

C. STATE

1. Coordinates with DPI Pupil Services Prevention and Wellness Team.
2. Secures, implements, and monitors competitive state grants.
3. Completes state forms and reports.
4. Prepares budget and accounting for Safe and Drug Free Schools-Title IV monies; as well as competitive grants, i.e. State AODA program grant, State Tobacco grant.
5. Represents district on state and regional ATOD committees.
6. Keeps up-to-date with and responds to current legislation.
7. Participates in state task force, state presentations as requested.

D. NATIONAL

1. Secures, implements, and monitors competitive federal grants, i.e. Drug Free Communities Support Program.
2. Prepares budget and accounts for federal funding.
3. Integrates ATOD program efforts with national education goals.
4. Participates in national presentations as requested.

E. Performs other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

New: 09/2000 (Replaces AOD Coordinator)
Revised: 10/2009
Location: R:\Position Descriptions\Certified\ATOD Prevention Coordinator.doc

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