

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: Pending
Salary Schedule: #264, Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: SUBSTANCE INTERVENTION SPECIALIST

JOB PURPOSE STATEMENT: Under the direction of Educational Services and/or designated Director, assists the schools in working with families and students who have substance abuse concerns, and help to motivate students to remain in school and support their academic performance. Write, conduct, and prepare reports for schools and the district.

JOB FUNCTIONS:

- Provide ongoing case management services that will decrease social isolation and prevent relapse risks
- Provide linkage to any mental health, substance abuse, and meaningful community activities.
- Provide crisis management, case management, and other related substance abuse/mental health services to students in school or other locations as appropriate. This will include home visits.
- Respond to urgent requests for assistance from students and families as needed.
- Participate in all meetings within the district as well as with collaborative agencies and other community meetings as directed.
- Conducts individual and group services consistent with harm reduction principles to facilitate student awareness, understanding, and motivation to change related to addiction and recovery issues, as necessary.
- Cultivate relationships with substance abuse treatment providers in the service area for additional student and family support
- Serve as a liaison between the district and various community agencies in matters concerning substance abuse, gang intervention, drop-out education concerns and programs.
- Serve as a support and a resource to districts and schools concerning substance abuse, gang intervention, drop-out education concerns, projects, and other related activities.
- Work effectively with school district officials, appropriate feeder schools, staff, parents, and students; and prepare presentations to community members, students, and policy-making bodies regarding status and accomplishments of the project.
- Collect data, and prepare directed reports; operate a computer to input, output, update, and

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access a variety of records and information; lift light objects.

- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all communities.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of community, schools, resources, and relevant public and private agencies to support students.
- Methods and approaches required to motivate and encourage student and parental participation in the home-school educational process.
- Effective community relations techniques and principles. Policies and objectives of assigned program and activities.
- Knowledge of Applicable sections of the State Education Code and other applicable rules, regulations, and laws.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds represented in the school district.
- Knowledge of Health and safety regulations as related to FERPA and HIPAA.
- Interpersonal skills using tact, patience, and courtesy. Record-keeping techniques and report writing.
- Oral, written, and public speaking skills. Operation of a computer and related software. Health and safety regulations.

ABILITY TO:

- Work with at-risk students and their families in areas of drug intervention, attendance, and drop-out prevention. Gain the confidence of people contacted in the course of work.
- Read, interpret, and follow rules, regulations, policies, and procedures. Exercise sound judgment, discretion, and initiative.
- Prepare and maintain accurate statistical records and reports. Prepare clear and concise oral and written reports.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all communities.

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- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with others. Analyze situations accurately, and adopt an effective course of action. Operate a computer and related software.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education/Education:

- Any combination equivalent to: associate's degree, and four years of experience in school community work.

Credential and Licenses

- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Provide personal automobile and proof of insurance.
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Unrepresented Classified Position