

## **Attachment 7. Key Personnel Resumes, CVs, and Position Descriptions**

At this time, the referenced positions have not been filled. The positions will be advertised on the district and state vacancy webpages immediately after final approval of grant. Review of applicants, interviews and hiring will occur jointly with the district and coalition representatives and take place 30 days after posting of position (sooner if waiver can be obtained). The goal would be to fill the position within 45 days of grant approval.

**Program Director (PD)** - JOB GOAL: Oversee day-to-day operations of the grant; develop and implement a variety of programs to heighten awareness and assist in comprehensive student assistance services to at risk students with an emphasis on substance dependence.

**PERFORMANCE RESPONSIBILITIES** include:

- Plan and implement activities, strategies and programs as outlined in the Action Plan for the various populations within the community served by the grant.
- Ensure timely documentation gathering and submission of reports
- Review in-house financials relating to grant, and assist Program Coordinator and evaluator as needed for required reports and implementation of action plan
- Collaborate with coalition on creating and implementing plans for sustainability
- Provides summative report of evaluation of the program to designated personnel
- Assists student groups in planning drug free programs; develops and implements a variety of student programs to educate peers and others about substance abuse
- Oversee youth coalition advisors, programming and provide support while working with youth, parents and professionals.
- Provide/facilitate prevention/social norms messaging and mentoring to at-risk youth and families
- Establishes and maintains working relationships with parent groups, treatment centers, social services, law enforcement agencies and other community service groups
- Assist in coordination of programs for students for Anger Management, grief, depression and other issues that may lead to a substance dependency
- Works with all schools with district wide student assistance program
- Performs other reasonable duties as assigned.

**Project Coordinator** - JOB GOAL: Coordinates the work of the coalition and program activities, including training, communication, data collection, and information dissemination; Develop and implement a variety of programs to heighten awareness, education and prevention of substance abuse.

**PERFORMANCE RESPONSIBILITIES** include:

- Plan and implement activities as outlined in the Action Plan for the various populations within the community served by the grant.
- Assist in timely data collection, documentation gathering and submission of reports
- Assist Project Director and third party evaluator as needed for required reports, implementation of action plan and to monitor efforts for outcome effectiveness.
- Coordinate between multiple stakeholders and community members to develop and foster community relationships to provide substance abuse prevention strategies to all sectors of the community
- Provide summative report of evaluation of the program to designated personnel
- Establish and maintain working relationships with coalition, parent groups, treatment centers, social services, law enforcement agencies and other community service groups
- Collaborate with Program Director in other strategies, activities and programs as needed

**SPENCER COUNTY PUBLIC SCHOOLS***DRAFT***PROGRAM DIRECTOR  
DRUG FREE COMMUNITY**

	<b>PROGRAM DIRECTOR-DFC Masters degree(based on 187 days, 7 hrs per day</b>			<b>PROGRAM DIRECTOR-DFC Bachelors degree(based on 187 days, 7 hrs per day</b>
<b>STEP</b>	<b>ANNUAL SALARY</b>		<b>STEP</b>	<b>ANNUAL SALARY</b>
0	\$43,561		0	\$40,881
1	\$43,948		1	\$41,271
2	\$44,349		2	\$41,672
3	\$44,748		3	\$42,070
4	\$48,920		4	\$46,558
5	\$49,258		5	\$46,916
6	\$49,488		6	\$47,166
7	\$49,718		7	\$47,414
8	\$49,951		8	\$47,662
9	\$50,181		9	\$47,912
10	\$56,442		10	\$53,236
11	\$56,786		11	\$53,546
12	\$56,967		12	\$53,723
13	\$57,151		13	\$53,900
14	\$57,334		14	\$54,077
15	\$59,628		15	\$56,270
16	\$59,859		16	\$56,497
17	\$60,041		17	\$56,679
18	\$60,228		18	\$56,861
19	\$60,408		19	\$57,045
20	\$60,610		20	\$57,236
21	\$60,795		21	\$57,419
22	\$60,976		22	\$57,603
23	\$61,161		23	\$57,786
24	\$61,521		24	\$58,146
25	\$62,193		25	\$58,800
26	\$62,510		26	\$59,119
27	\$62,826		27	\$59,435