**Bellevue Independent Schools**

**JOB DESCRIPTION**

**Position Title: Strategic Prevention Framework Project Director**

**Qualifications: 1. Holds a valid certification or licensure in accordance with rules and regulations of the Commonwealth of Kentucky**

**2. Holds a minimum of a Bachelor’s Degree in School Counseling, Special Education, Psychology, Social Work or a closely related field**

**3. Such alternatives to the above qualifications as the Board and grant parameters may find appropriate and acceptable**

**Reports to: Superintendent or designee**

**Responsibilities:**

1. Creates systems for implementation and analysis of data

2. Participates in report writing and data management.

3. Maintains close consultation with project staff and partners

4. Coordinate and attend I3 Advisory Board Meetings

5. Recommends interventions to reduce the occurrence and/or severity of substance misuse

6. Coordinates and provides trainings and awareness sessions addressing substance misuse prevention and reduction, trauma informed care practices, social emotional learning, Conscious Discipline and strategies to improve student executive functioning utilizing culturally competent practices

7. Educates other staff and the public on the policies and procedures for effective substance misuse and prevention

8. Distributes national and state resources in the area of substance abuse

9. Assists in the design of surveys and questionnaires to collect data on substance misuse and related issues

10. Collaborates with school staff to model, recommend, design and implement strategies to address needs of students at-risk for substance abuse in our school community.

11. Assists with maintaining a database for early recognition of patterns of events

12. Provides educational programs for school staff and partners

13. Performs other duties as may be assigned by the Superintendent or designee

14. Applies all District and School policies and procedures