

KYRENE SCHOOL DISTRICT, ARIZONA
CLASS SPECIFICATION
CLASS TITLE: Prevention Specialist

BAND	GRADE	SUBGRADE
C	4	3
DEPARTMENT: Varies	ACCOUNTABLE TO: Principal in coordination with Supplemental Ed.	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbents are responsible for advising and counseling students regarding personal and academic issues. Duties include: Providing and supporting prevention programs: violence prevention, conflict resolution, anti-bullying strategies, peer mediation, and character education, etc; counseling students, parents, and staff; contacting parents regarding concerns; attending and facilitating District meetings; monitoring student's grades; and, assisting with transition periods.		
DISTINGUISHING CHARACTERISTICS: The Prevention Specialist is a stand-alone classification which is distinguished from other classes by its responsibility for counseling students.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Collaborates with school based administrative team to assist in investigating conduct referrals, incident reports, bus referrals, and inappropriate behavior.	Daily	C4
2.	Counsels individuals, groups, parents, staff, and community with concerns about family, friends, school, and grades to include determining how to approach and work through the problem	Daily	C4
3.	Contacts parents regarding questions and concerns to include distributing information.	Daily	C4
4.	Attends and facilitates meetings for teams, departments, and administration to include defining purpose and agenda of meeting, solving teacher concerns, and collaborating regarding curriculum.	Weekly	C4

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5.	Providing and supporting prevention programs: violence prevention, conflict resolution, anti-bullying strategies, peer mediation, and character education, etc.	Daily	C4
6.	Collaborates with community agencies on behalf of students and their families, and provides information and referral to community agencies and private therapists.	As Required	C4
7.	Works collaboratively with staff to monitor students' grades to include collecting grade sheets, checking for accuracy, placing students on academic probation, and changing grades.	Daily	C4
8.	Assists students with transition between elementary school and middle school and middle school and high school to include organizing, collecting, and distributing data.	Annually	C4
9.	Provides crisis intervention and individual and group counseling.	As Needed	C4
10.	Serves as a liaison between school and home for students identified with possible needs (i.e. home visits)	As Needed	C4
11.	Assists with in the completion of functional assessments and the development and support of behavioral intervention strategies.	As Needed	C4
12.	Develop proactive programs (facilitating a philosophy of resiliency and prevention-peer mediation, conflict resolution, A.C.E.)	As Needed	C4
13.	Parent education and training	As Required	C4
14.	Performs staff development	As Required	C4
15.	Structures services to reflect current research regarding "best practices".	As Required	C4
16.	Performs other duties of a similar nature or level.	As Required	N/B

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Knowledge (position requirements at entry):

Knowledge of:

- Counseling/Social Work theories and strategies;
- Child development;
- Educational methods;
- Behavior management techniques.

Skills (position requirements at entry):

Skill in:

- Using computers and related software;
- Solving problems;
- Managing behavioral problems;
- Counseling others;
- Applying policies, procedures, and educational methods;
- Communication, interpersonal skills as applied to interaction with coworkers,

supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Master's Degree in Counseling or Social Work, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements:

- Arizona State Guidance Counselor Certification (K-12) for Counselors (PREFERRED)

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Prevention Specialist must be able to drive and be mobile.

Prevention Specialists must be able to work and function in a variety of environments: office, classroom, and homes of students.

