



Job Title: **Prevention and Intervention Coordinator**

Department: **Curriculum and Professional Development**

Supervisor: **Directors of Curriculum and Professional Development**

Lane Placement: **Licensed Salary Schedule 186**

Schedule: **8 hrs / 186 days** Evaluation Group: **CTESS Ed. Specialist**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Prevention and Intervention Coordinator will serve as a member of the K-16 Curriculum and Professional Development Team and support Canyons School District schools in implementing evidence-based instruction and assessment practices to support student development in social-emotional behavior.

ESSENTIAL FUNCTIONS

- Work with CSD schools to ensure that effective Positive Behavioral Interventions and Supports are implemented.
- Coordinate use of student at-risk behavioral data including the district student information system.
- Model and carry out student intervention groups and meet with individual students, as needed.
- Serve as a member of the CSD Crisis Team.
- Serve as a liaison between CSD, other local districts, universities, agencies (e.g. Big Brother Big Sister) and the Utah State Office of Education, as assigned to coordinate prevention and intervention services.
- Support school-based problem solving using a Professional Learning Community framework.
- Compile, synthesize, interpret, and display aggregate and disaggregate data sets.
- Communicate consistently and courteously with CSD stakeholders, including parents.
- Complete specialty duties as assigned.
- Provide professional development to Canyons' educators and administrators on topics related to prevention and intervention strategies for students.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.

- Master's degree in school counseling, social work or school psychology.
- Exceptional communication skills both verbal and written.
- Demonstrated skill in teaching and facilitating adult learners.
- Willingness to continually learn new information and skill related to student social and emotional development.
- Ability to work collaboratively and individually on assigned tasks.
- Demonstrated proficiency in the use technology and instructional media tools.
- Experience working with at-risk students.
- Demonstrated counseling skills working with school age students.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/11/2020