

Job Title: SUBSTANCE ABUSE PREVENTION AND FAMILY ENGAGEMENT LIAISON

General Job description:

Decrease exclusionary discipline rates, thereby improving graduation rates, by working collaboratively with school administrators, school social workers, juvenile correctional facilities, juvenile probation and parole, and families to promote a safe and drug free school environment and providing resources, planning, and scaffolds necessary to successfully transition students from exclusionary discipline settings back to school.

Essential Duties and Responsibilities:

1. Plan and implement transition processes and procedures for students returning to school from juvenile correction facilities.
2. Compiles a wide variety of data for the purpose of analyzing issues, developing and implementing proven practices in schools and communities, for federal grant reporting and state graduation rate reporting.
3. Act as liaison between schools and juvenile detention teacher to ensure student learning and timely participation in state and district mandated assessments, next step planning, and credit recovery processes.
4. Work collaboratively with juvenile probation and parole, school administrators, juvenile courts, and other pertinent agencies to ensure students receive necessary academic and nonacademic supports to successfully transition back to school.
5. Conducts training for school district personnel and community agencies in areas of expertise for the purpose of conveying information related to the goals, objectives and method of assigned program.
6. Facilitates meetings and educational workshops for the purpose of identifying issues and informing participants of mandated guidelines and requirements.
7. Maintains a variety of manual and electronic documents, files and records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
8. Construct a framework of support with all stakeholders involved in supporting and meeting the needs of neglected and delinquent youth, including various departments – Juvenile Probation and Parole; Children Youth, and Families; Office of Instruction; Office of Special Education; Federal programs; and local nonprofits.
9. Keep abreast of current state and federal guidelines regarding neglected and delinquent youth.
10. Provide family engagement opportunities for incarcerated youth.
11. Coordinate integrated arts and enrichment opportunities for students who are incarcerated or have been suspended for substance abuse.
12. Coordinate efforts with special education department to ensure students with IEPs are receiving services while incarcerated.
13. Report suspected child abuse or neglect.
14. Collaborate with schools, parent-teacher groups, civic organizations, and other youth and community organizations to provide information and awareness on substance abuse prevention and family engagement.

15. Assists students, teachers, and parents to develop solutions to family and community factors that influence students' capacity or ability to learn.
16. Serves as outreach liaison between the school district and schools, families, community, PTA, PTO and other parent organizations.
17. Assists with the development, implementation, and monitoring of District wide projects to engage families and the community that support student learning.
18. Works with a variety of schools and district offices to assemble data and make necessary recommendations for the parental engagement programs.
19. Plans, implements and assist with trainings/workshops to help parents/families participate more effectively in improving their children's learning.
20. Assists in coordination of all site-based parental involvement activities.
21. Work collaboratively with district attendance officer, homeless liaison, and Substance Abuse Prevention Liaison to ensure student attendance and facilitate academic success.
22. Coordinates program-related staff development for family and staff as indicated.
23. Makes classroom presentations on program-related topics in coordination with instructional staff and school principals.
24. Assists district and school administrative staff with substance abuse and safety concerns.
25. Makes recommendations for school administration and staff utilizing needs assessment data.
26. Completes weekly and monthly accountability reports (such as for grants).
27. Experience coordinating services, with an emphasis on wraparound services.
28. Serve as team player and role model for other employees in the organization, demonstrating a commitment to organizational success and continuous improvement processes.

Supervisory Responsibilities:

None

Minimum Qualifications:

1. Bachelor's Degree in sociology, education, or related field.
2. Minimum three years' classroom or school experience.
3. Minimum three years' experience working with the juvenile justice system.
4. Minimum three years' experience working with the health related services.
5. Experience providing instruction to students and adults.
6. Substantial knowledge of available community resources.
7. Minimum five years' experience working with local, state, and nonprofit agencies, including Juvenile Probation and Parole, Children Youth and Families, New Mexico Department of Health.
8. Experience providing instructional and training activities related to substance abuse prevention.
9. Mediation certification, conflict resolution, de-escalation, conflict management certification and training experience.

10. Experience in data collection and measuring outcomes for the purpose of (grant) reporting.
11. Experience coordinating activities that support training related to family engagement, substance abuse prevention, and improving graduation rates.
12. Self-motivated with strong planning, organizational, analytical, and leadership skills, including task management through use of technology.
13. Academic background or related work experience and skills in an area related to youth development
14. Valid Drivers' license and car insurance.

Knowledge of:

1. New Mexico and Federal Laws pertaining to schools and children.
2. Instructional strategies family engagement strategies.
3. New Mexico Youth Correctional Facilities and Juvenile Parole and Probation system systems.
4. Knowledge of computer systems, including presentation software, Excel, and word processing.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/ hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/ Material Handled

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour, work/ home visits may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

This position is funded by a federal grant.

