



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Drug Free Communities Project Coordinator	<b>Department:</b>
<b>Immediate Supervisor's Position Title:</b> Middle School Principal	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b> Under the direction of the Middle School Principal, the Drug Free Communities (DFC) Project Coordinator is responsible for the day-to-day operations of the DFC Support Grant and the Waconia HEROs Coalition as outlined by the DFC Support Grant Action Plan.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Substance Abuse Prevention Programming and Communication**
  - a) Coordinates the development and implementation of a multifaceted communication campaign to bring relevant substance abuse prevention information to families and staff in the district.
  - b) Recruits, maintains, and engages youth ambassadors for the Positive Community Norms (PCN) campaign.
  - c) Works with high school staff and other community partners to coordinate the implementation of the PCN campaign (posters, focus groups, intercept surveys, videos, audio recordings, etc.)
  - d) Coordinates program evaluations, such as focus groups and surveys, to determine program effectiveness and make recommendations for continuous program improvement.
  
- **HEROs Coalition Planning, Development, Implementation, and Coordination**
  - a) Participates in the planning, implementation, and evaluation of the HEROs Coalition's goals, objectives and strategies.
  - b) Works with finance office to submit annual DFC grant applications. Submits evaluation progress reports.
  - c) Plans HEROs Coalition events by securing speakers and spaces, creating marketing and advertising, and conducting community outreach.
  - d) Schedules and facilitates meetings for youth, parents, volunteers, and coalition subcommittees to carry out the activities of the coalition.
  - e) Organizes coalition staff and member travel and training needs.
  - f) Obtains bids, purchases materials, secures donations, and approves payments for HEROs Coalition activities.
  - g) Recruits and engages teachers, parents, and community members in HEROs Coalition programs and activities.
  - h) Tabulates and compiles HEROs Coalition and DFC Support grant evaluation materials on a regular basis.
  - i) Records meeting minutes and helps prepare for coalition meetings by assembling member packets, distributing minutes and agendas, and organizing meeting spaces.
  - j) Promotes and informs the public regarding HEROs Coalition programming using multiple resources (i.e., Facebook, ISD 110 website, district email, messenger, etc.).
  - k) Coordinates student surveys (SEARCH Institute and Minnesota Student Surveys) and analysis of survey data for HERO Coalition and other stakeholders as required by DFC grant.
  
- Performs other duties of a comparable level or type, as required. Attends training sessions and serves on various district committees as needed. Provides professional expertise and assistance to district staff, students and families. Keeps abreast of changing developments and trends in substance abuse prevention.
  
- Attends work regularly and punctually.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	<b>Less than high school diploma</b>		<b>Major field of study or degree emphasis:</b> Bachelor's Degree required.  Public Health, Health Education, Substance Abuse Prevention, Social Work, Youth Development, Education and/or other relevant subject area(s).
	<b>High school diploma or GED.</b>		
	<b>1 year college</b>	<b>2 years college</b>	
	<b>3 years college</b>	<b>4 years college</b>	
<b>x</b>	<b>Bachelor's Degree</b>		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of the issues, needs, problems and concepts of addressing and incorporating substance abuse prevention, environmental strategies, youth enrichment, community education and activities consistent with the Strategic Planning Framework, Coalition mission and goals, and the DFC Support Grant Action Plan.</li> <li>• Knowledge of the fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.</li> <li>• Knowledge of community resources and community organizations within the community.</li> <li>• Knowledge of the theories, philosophy and approaches to youth enrichment, substance abuse prevention, environmental strategies, program evaluation, and implementation.</li> <li>• Knowledge of the use of computers and related software applications and general business equipment.</li> <li>• Knowledge of district administrative policies and procedures pertinent to the activities and programs of Grants &amp; Development.</li> </ul>
	<b>Master's Degree</b>		
	<b>Doctorate</b>		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of (1) year job-related work experience required.			
<b>LICENSE/ CERTIFICATION</b>		Identify licenses/certification required upon hiring: Valid driver's license or evidence of equivalent mobility. Successful completion (or completion within one year of hire) of Substance Abuse Prevention Specialist Training (SAPST) or equivalent.	

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		0
<b>TOTAL</b>		

INDIRECT SUPERVISION:	
<b>Number of employees indirectly supervised</b>	<b>Total:</b> 0

<p><b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b></p>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Applying human relation and personnel theories and practices in delegating, monitoring, evaluating and training program personnel.</li> <li>• Planning, implementing, coordinating and arranging for professional development and community outreach and education.</li> <li>• Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services.</li> <li>• Communicating clearly and concisely, both orally and in writing.</li> <li>• Facilitating productive meetings including planning, implementation, and evaluation.</li> <li>• Using judgment and discretion in handling problems and issues in accordance with the policies and procedures of the district, grants and the department.</li> <li>• Prioritizing, organizing, and managing time and project activities.</li> <li>• Establishing and maintaining professional and courteous working relationships with staff, colleagues, students, parents, and the public.</li> <li>• Using computers and related software applications (Microsoft Office and Google products) and general office equipment (e.g., copiers, facsimiles and phones).</li> <li>• Performing duties with awareness of all district policies.</li> </ul>
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<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i></p>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b><u>Employee is required to:</u></b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>			x	
<b>Sit</b>				x
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			x	
<b>up to 25 pounds</b>	x			
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.