

PANHANDLE AREA EDUCATIONAL CONSORTIUM

JOB DESCRIPTION

RESOURCE SPECIALIST II – PREVENTION PROGRAMS

QUALIFICATIONS:

- (1) Bachelor’s Degree from an accredited educational institution.
- (2) A minimum of two years classroom instruction experience, preferred experience in the area of prevention.
- (3) Valid Driver’s License.

TRAVEL EXPECTATIONS (by land or air):

Heavy – More than 1,500 miles per year.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of strategies and techniques related to prevention curriculum and training. Ability to analyze and utilize data. Ability to effectively use problem-solving skills. Ability to work as part of the team with staff and other departments. Ability to share ideas with others in a clear and informative manner. Demonstrated knowledge of, and sensitivity to, the needs and interests of families from underserved communities. Ability to communicate effectively both orally and in writing. Ability to plan work and effectively utilize time. Ability to develop and deliver effective presentations.

REPORTS TO:

Administrator of Instructional Services

JOB GOAL

To provide services in the planning, development, implementation and evaluation of services of prevention services to districts to ensure quality education and student achievement.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Demonstrate knowledge and understanding of assigned curriculum, program, or service areas.
- *(2) Provide coordination and delivery of training and support services in assigned areas for PAEC districts.
- *(3) Actively seek funding opportunities and procure funds from local, state and federal sources that align with the assigned program areas as appropriate.
- *(4) Manage project activities and budgets as assigned.
- *(5) Plan, implement, and evaluate other services and activities unique to the assigned areas.

RESOURCE SPECIALIST I – IS – PREVENTION PROGRAMS (Continued)**Inter / Intra-agency Communication and Delivery**

- *(6) Serve as liaison among PAEC and the school district.
- *(7) Direct and coordinate project planning to involve PAEC staff, district and school personnel, district students, agencies community representatives and others when appropriate.
- *(8) Use effective communication strategies to interact with a variety of audiences.
- *(9) Serve as a program services consultant to staff members and to district, school, or family / community members in the project's service.
- *(10) Maintain a close working relationship with district and community personnel to ensure information exchange, coordination and support for the decision-making process, and the collection of feedback concerning services.

Professional Growth and Improvement

- *(11) Set high standards and expectations for self and others.
- *(12) Maintain a network of peer contacts through professional organizations.
- *(13) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- *(14) Assist in short- and long-range planning in assigned areas.
- *(15) Prepare all required reports in a timely manner and maintain all appropriate record.
- *(16) Support PAEC's strategic plan by serving on strategy teams and other Consortium committees.
- *(17) Serves on the Instructional Services Team.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(19) Demonstrate readiness and confidence to make or share decisions in a timely fashion.
- *(20) Assist in implementing the PAEC strategic plan.
- *(21) Demonstrate initiative in the performance of assigned responsibilities.
- *(22) Assist other staff members with budget input, grant writing and bid preparation as needed.

PHYSICAL REQUIREMENTS:

Medium Work– Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and Benefits for this position are compensated in accordance with performance Pay Grade 7 of the approved PAEC Compensation Plan.

Length of work year and hours of employment shall be established by the PAEC Board of Directors through the district of record, the Washington County School Board.

RESOURCE SPECIALIST I – IS – PREVENTION PROGRAMS (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12 (Medium Work)

*Essential Performance Responsibilities

Approved by: _____ **Date:** _____