

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0763  
Pay Grade: C07

FLSA: Exempt

**SUPERVISOR,**  
**SAFE AND DRUG FREE SCHOOLS**

**MAJOR FUNCTION:**

This position develops, coordinates, implements, supervises and evaluates the district's Safe and Drug Free Schools federal program and other district initiatives that address character education, violence and drug prevention in the schools. Is responsible for the management of the federal Safe and Drug Free Schools grants with direct accountability for the projects' development, direction, and expenditures. Position also shares the leadership of the Safe Schools/Healthy Students Initiative.

**DUTIES AND RESPONSIBILITIES:**

- Recruits, selects, supervises and evaluates Safe and Drug Free Schools (SDFS) personnel in their respective areas.
- Develops, promotes, evaluates and communicates on a regular basis the progress made toward the mission and goals of the Safe and Drug Free Schools programs. (PDSA)
- Collaborates with school and community partnerships in establishing, coordinating, and implementing programs which support drug and/or violence prevention and character education initiatives.
- Determines the staffing model for Safe and Drug Free Schools funding.
- Plans, organizes and conducts Safe and Drug Free Schools staff meetings.
- Serves as the district's representative with the state and federal Departments of Education regarding Safe and Drug Free Schools issues.
- Serves as the district's representative with county boards and councils regarding violence and drug prevention and juvenile justice issues.
- Develops, writes, implements, monitors and evaluates the Safe and Drug Free Schools grants to assure alignment of those projects with the district comprehensive plan.
- Monitors the Safe and Drug Free Schools grants to assure compliance with state and federal guidelines and legislation.
- Represents Safe and Drug Free Schools on cross functional teams and committees.
- Facilitates the development and execution of contracts and agreements with community agencies.
- Develops and maintains partnerships with community agencies that promote violence and drug prevention.
- Establishes budgets and administers all district funds for Safe and Drug Free Schools grants.
- Implements district initiatives, campaigns, and curriculum that support character education, violence and drug prevention and other safe schools initiatives.
- Facilitates meetings that support school improvement and other district initiatives as a member of the district's Facilitative Leadership Network.
- Communicates information to all stakeholder groups regarding the programs, resources and services that support character education, violence and drug prevention and safe schools initiatives.
- Develops the SDFS grants in collaboration with state and county SDFS staff, Juvenile Justice Council, Juvenile Welfare Board, district personnel, non-public schools, and other appropriate stakeholders.
- Coordinates goal setting and planning processes which align with the division and district goals and strategic directions.
- Allocates resources which align with the SDFS departmental goals and the district strategic directions.
- Develops and monitors program services and processes based on the needs of students, community and school personnel.
- Monitors customer satisfaction results and provides for improvement.
- Solicits and responds to customer input from staff, schools, parents and community.
- Provides quick response to valid customer requirements.

## **SUPERVISOR, SAFE & DRUG FREE SCHOOLS**

### **DUTIES AND RESPONSIBILITIES: (continued)**

- Interprets federal and state SDFS guidelines and legislation, School Board policies and procedures relating to violence and drug issues and monitors for compliance.
- Assists school and district-based personnel in analyzing data for continuous improvement related to drug use and prevention.
- Utilizes student referral and suspension data to maximize resources and make decisions related to violence and drug prevention services.
- Collects and maintains information systems that support and monitor department and district goals related to drug and violence prevention.
- Systematically analyzes and communicates data to a variety of stakeholders, including school and community groups.
- Provides professional development opportunities for school personnel on issues related to character education, drug and violence prevention and other safe schools topics.
- Evaluates Safe and Drug Free Schools personnel.
- Collects and analyzes data and information to plan training that supports departmental and district goals.
- Attends workshops and seminars on violence and drug prevention and safe schools issues in order to provide current information to the district.
- Facilitates leadership development of Safe and Drug Free Schools personnel and promotes involvement and innovation related to department improvement activities.
- Maintains a personal/professional development plan and engages in professional development activities.
- Manages personnel issues including recommendations, evaluations, staff problems and professional performance feedback.
- Provides direct contact and service to school personnel, including principals and instructional staff on issues related to violence and drug prevention and school improvement planning for safe schools issues.
- Interprets and monitors compliance with federal legislation which affects Safe and Drug Free Schools.
- Develops and designs curriculum materials and other school resources that support character education, violence and drug prevention and other safe schools programs.
- Participates on community boards and committees which support violence and drug prevention and treatment.
- Manages department data collection for use in decision making and reporting purposes.
- Implements, monitors and evaluates alternative to suspension programs for students in violation of the code of conduct for tobacco.
- Provides for the evaluation and modification of the SDFS programs and projects through the Juvenile Justice Council, the Juvenile Welfare Board and other groups.
- Provides classroom and school-wide presentations that promote character education, violence and drug prevention and other safe schools topics.
- Provides parent and community education programs that promote character education, violence and drug prevention and other safe schools topics.
- Provides direct contact to parents and guardians of students suspended for alcohol and other drug violations.
- Serves on the district's Family Life Education Committee to identify and evaluate community speakers for classroom presentations on sensitive issues.
- Utilizes quality improvement processes in daily administration of areas of responsibility.
- Systematically develops and collects information on student drug use.
- Collects and maintains customer satisfaction data to support departmental improvement processes.
- Monitors the SDFS projects and their contribution to the district's strategic directions.
- Collects and maintains trend data to support progress toward department and district goals.

## **SUPERVISOR, SAFE AND DRUG FREE SCHOOLS**

### **MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university with certification in Health Education or related field. State certification in supervision at the elementary and/or secondary level, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years related professional experience. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 1/90 PBL; BOARD APPROVED: 6/27/90; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: 3/00 PBL; BOARD APPROVED: 6/13/00

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

**SUPERVISOR, SAFE & DRUG FREE SCHOOLS**

<b>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				