

Tri-County Area School District  
Plainfield WI 54966

Job Description

JD MIS 302  
Updated: September 2009

**Position Title:** **Child Abuse Prevention (Protective Behaviors)  
Coordinator**

**Qualifications:**

- A certified teacher or counselor licensed with the Department of Public Instruction.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.

**Immediate Supervisor:** Building principals

**Position Function:**

Coordinate and supervise an instructional program in protective behaviors in grades K-6. Provide the leadership necessary to develop, implement and evaluate a local K-16 protective behaviors program of instruction appropriate to each grade level and the age and level of maturity of the pupils, and to cooperate with all local agencies, reporting and in monitoring child abuse matters.

**Specific Responsibilities:**

1. Assist staff in the development, implementation and evaluation of a complete protective behaviors curriculum.
2. Provide parents with an outline of the protective behaviors curriculum as requested and articulate the curriculum to parents, community and the Board of Education.
3. Assist and coordinate in obtaining all instructional materials used for the protective behaviors curriculum.
4. Attend state, DPI and Cooperative Agency meetings and workshops related to protective behaviors curriculum, programs, laws, rules, regulations, grant application and technical assistance matters.
5. Provide inservice education to staff updating them on the curriculum, program requirements, rules, laws, and procedures in protective behaviors.
6. Serve as the school liaison in district child abuse matters coordinating reports with law enforcement, professional health care providers, social services, parents and teaching staff.
7. Assist in designing the right school climate for students' learning and growing.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Building Principal(s).