

Tri-County Area School District  
Plainfield WI 54966

JOB DESCRIPTION

JD MIS 303  
Updated: September 2009

**POSITION TITLE:** **Child-at-risk/Alcohol & Drug Abuse Coordinator**

**QUALIFICATIONS:** A Licensed teacher, teacher assistant, administrator, counselor, or psychologist in elementary and/or secondary education.

**IMMEDIATE SUPERVISOR:** District Administrator

**POSITION FUNCTION:** Assisting other building principals and teachers in establishing and implementing school-wide programs that offer assistance to students experiencing academic and social problems in school that interfere with learning.

**Specific Responsibilities:**

1. Assist in identifying students experiencing academic and social problems in school. The following and other factors are to be considered when identifying students: poor school attendance, known alcohol/drug use/abuse, disruptive behavior, poor grades, desire to quit school, teen parent, language barrier, and suicidal behavior, medical or physical problems.
2. Assist in coordinating individual, school-wide programs, curriculums, activities, etc. to meet the various identified student needs. This is to include but not limited to: developmental guidance programs, suicide prevention programs, school-to-work programs, student assistance programs (SAP), care teams, conflict resolution programs, family/student nurturing programs, AODA programs, community/agency-school collaborative programs, etc.
3. Serve as the district's internal and external liaison person on school-wide, community, county, state and/or other agency committees, where a cooperative effort is requested or required.
4. Assist the district in procuring grant funds. This may require submitting grant applications as may be requested.
5. Provide an on-going review and analysis of all at-risk programs.
6. Maintain a list of the number of students, grade levels or subjects, etc. receiving individual, group or school-wide at-risk assistance and the type of at-risk assistance.
7. Prepare and submit a yearly operating budget for at-risk programs.
8. Complete and submit, as may be required, district policy changes/updates and/or DPI forms, and or community agency documents pertaining to at-risk programs.
9. Serve as the district's contact person between the school and parents for at-risk program opportunities and involvement.
10. Advise and inform teachers and support staff yearly about at-risk programs at start of school.

NOTE: The At-risk/AODA Coordinator is to assist the other building principals and teachers with parent contacts regarding various at-risk programs. The At-risk/AODA Coordinator shall rely on the teachers and principals to coordinate with parents the involvement of students in the at-risk programs.

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 District Administrator.