

SNOHOMISH COUNTY JOB DESCRIPTION
PROJECT SCHOOL PROGRAM COORDINATOR

Spec. No. 5054

BASIC FUNCTION

To coordinate the school-based prevention and early intervention anti-drug and anti-violence campaign of the Prosecuting Attorney's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and administers early intervention and prevention programs aimed at violence and addictive behavior. Works directly with school drug and alcohol intervention specialists to establish programs.
2. Develops liaisons with Snohomish County School Districts to help promote Prosecutor led programs, such as Courtrooms to Classrooms.
3. Conducts anti-violence and anti drug programs within schools and for parent and teacher organizations.
4. Educates teachers and school administrators about anti-violence and anti-drug programs. Conducts one to one, group and in service programs.
5. Works with deputy prosecutors to help coordinate and prepares for their participation in intervention and prevention programs.
6. Provides planning and coordination between students from various school districts and various schools who are engaged in anti-violence and anti-drug problems.
7. Performs ongoing public relations work, trains and develops contacts for the Prosecutor's Office.
8. Maintains grant compliance and requirements and works on new grants.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, social welfare, or other related field directly related to social services work; PLUS, at least five (5) years experience dealing with youth an a minimum of 10,000 hours of experience with chemical dependency; AND, at least one (1) year experience in school setting dealing with youth, teachers, school administrators and parents. Must pass job related tests.

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SPECIAL REQUIREMENTS

Must have a valid Washington State Driver's License.

Must be a Washington State Registered Counselor.

Must be a Washington State Certified Chemical Dependency Professional.

KNOWLEDGE AND ABILITIES

Knowledge of:

- early intervention and prevention programs;
- adolescent behavioral and dependency problems;
- community resources available for adolescents;
- basic interviewing, diagnostic and counseling techniques.

Ability to:

- coordinate and carry out programs;
- deal with; communicate with; and relate to adolescents;
- conceive and carryout new and innovative programs;
- relate to and deal with teachers, school administrators and parents;
- work towards Prosecutor's goals for school programs with a certain amount of autonomy;
- express ideas and recommendations clearly and effectively both orally and in writing;
- comfortably speak to groups of students and adults;
- establish and maintain effective working relationships with students, teachers, school administrators, parents and the community;
- teach students and teachers;
- maintain detailed records and prepare clear, concise written reports;
- exercise initiative and judgment and make decisions within the scope of assigned authority.

SUPERVISION

The employee will work for and report to the Prosecutor or such other person as directed. The work is performed with considerable independence in accordance with established policies and procedures and other directions of the Prosecutor.

WORKING CONDITIONS

Much of the work will be performed outside the office environment, such as schools and youth meetings. Driving is required to attend meetings. Meetings may involve working evenings, weekends or holidays as necessary.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Class Established: March 2000
EEO Category: 2 – Professionals
Pay Grade: 236 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous