



## **Inst Asst 2 / Dist Drug-Free**

### **Purpose Statement**

The job of Inst Asst 2 / Dist Drug-Free is done for the purpose/s of providing substance abuse prevention and intervention services to students; ensuring compliance with drug and alcohol programs and court orders; facilitating school based recovery support; serving as a resource for other staff members; and leading students in interactive activities.

This job is distinguished from similar jobs by the following characteristics: Works with schools throughout the District.

This job reports to Director of Student Services

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records/case management; and utilizing group presentation skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; Specific knowledge based competencies required to satisfactorily perform the functions of the job include: alcohol/drug abuse federal confidentiality laws; generally accepted substance abuse assessment, intervention, treatment and recovery process for adolescents and families; chemical dependency counseling or prevention; physical and emotional development of adolescents; and mental health issues.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups in a nonjudgmental manner; working flexible hours; displaying patience and a sense of humor; understanding verbal input and responding quickly and maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

#### **Required Testing**

#### **Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 2