



NEW: Submitted:
12/15/2021 12/14/2021

JOB TITLE:	SPECIALIST VIOLENCE PREVENTION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4285
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Promotes health and wellness of students by coordinating with community partners, specifically those engaged in local violence prevention efforts. They will ensure efficient communication among multiple stakeholders and across city agencies. The Specialist Violence Prevention will facilitate regular opportunities for stakeholders to ensure alignment amongst agencies and care providers. They will provide training, collaborate, and consult with school and community personnel to prevent violence and maximize safety efforts. They will specifically focus their support on gun involved youth, youth experiencing trauma due to violence, and youth or victims of youth threatening violence.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as a liaison between the District, courts, community agencies, and other authorities to ensure coordination of services and efficient communication across all stakeholders

Cooperates with Principals, and/or other organizational units to implement common procedures, promote effective communication, and maintain safety

Attends meetings of community organizations serving as a liaison between the school and such groups for the purpose of discussing and working on mutual needs and concerns, including school security and safety

Monitors the fidelity of District and school threat assessment practices

Encourages and models skillful use of data to inform decision-making as related to violence prevention and youth empowerment through early intervention and prevention of retaliation

Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior, specifically as it relates to maintaining safety and responding to victims of violence

Prepares required and special reports as requested

Performs record keeping and internal and external reporting tasks in a timely and objective manner

Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment and transition

Adheres to all District and professional ethical guidelines and standards

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years of successful teaching experience

Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Knowledge and experience in working with school administrators, community law enforcement officers, court judges/personnel, and social agencies
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience with diverse populations
Demonstrated capacity to effectively coordinate systems and services
Experience with students and families that have been exposed to trauma
Experience in a diverse workplace