



JOB POSTING
WORK LOCATION – District 15 High Schools
Civil Service Title: Substance Abuse Prevention and Intervention Specialist

Salary: Level 3:
\$48,998 (New Hire Minimum)
\$56,348 (2 Years Prior Service Minimum)

This position encompasses work related to providing professional services to students in substance abuse prevention and intervention programs.

Duties and Responsibilities – Level 3:

Performs difficult and responsible professional work in the supervision and implementation of prevention and intervention services to students and parents. Monitors program output and evaluates employee performance in consultation with the program director. Plans, coordinates and conducts training programs for school personnel, program personnel and/or parents. Represents the program director at meetings and conferences. Assists the program director in the preparation of program proposals as well as long range program planning, development and evaluation activities. Prepares program reports and fiscal documents.

Minimum Selection Criteria – Level 3:

1. Masters degree from an accredited college plus three years of satisfactory full-time experience in a drug or alcohol abuse program or counseling experience; or
2. Baccalaureate degree from an accredited college plus four years of full-time experience in a drug or alcohol abuse program or counseling experience; or
3. Associates degree or a minimum of 60 college course credits from an accredited college plus six years of satisfactory full-time experience in a drug or alcohol abuse program or counseling experience; or
4. A satisfactory equivalent combination of education and/or experience. However, all candidates must possess a high school diploma or its equivalent.

In addition, the following are preferred:

- Masters degree preferred.
- Satisfactory overall job performance rating for last two years.
- Evidence of excellent interpersonal and writing skills.
- Ability to communicate effectively.
- Knowledge of the internet for research and data analysis.
- Demonstrated ability to work with community-based organizations and other community resources.

Application: Please send cover letter and resume, no later than October 24, 2008, to:

Olmon Hairston, Director
Prevention and Intervention Services
New York City Department of Education
Brooklyn Integrated Service Center
131 Livingston Street, Room 505A
Brooklyn, New York 11201

AN EQUAL OPPORTUNITY EMPLOYER

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11201, or visit the OEO website at www.nyc.gov/schools/o eo

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