



# Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

## Job Description

<b>Position:</b>	<b>Substance Use Prevention Services Assistant</b>
<b>School Year:</b>	<b>2021-22</b>

### Job Summary

The substance use prevention services assistant is committed to offering training and technical assistance to support the grant coordinator with the implementation of grant deliverables which include, but not limited to the following: implementing the prevention curriculum, recruitment for the Illinois Youth Survey, assist with building the youth activation committee, and strengthening the anti-drug extra-curricular choices. **This is a grant funded position with employment during the 2021-22 academic year.**

### Minimum Qualifications

The candidate must be proficient using several Microsoft Office programs such as Word, Excel, and PowerPoint. The candidate will also be required to attend training programs to ensure he/she obtains the knowledge and skills necessary to collect and analyze data, deliver presentations, and conduct meetings with local community organizations. Having knowledge of pedagogical practices and delivery models is essential.

### Preferred Qualifications

Professional Educator License preferred but not required.

### Disclaimer

*The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

### Coaching Opportunities

There may be coaching opportunities for the selected candidate.

## Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at [lisa.schuenke@jersey100.org](mailto:lisa.schuenke@jersey100.org):

### Internal Candidate

- Formal letter of interest

### External Candidate

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) (*Not applicable for long-term subs*)

#### ***(Educators / Coaches - Include all items below that apply)***

- Proof of Licensure in the State of Illinois as an educator (*teachers, paraprofessionals*)
- Unofficial transcripts (*Educators Only*)  
*(Applicant should have official transcripts sent from the institution when requested by District)*
- ASEP Certification (*Coaches Only*)

**Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. An FBI fingerprint/background check will be required of all candidates who are hired.**

*Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Alan Churchman or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.*