



**The Alcohol and Substance Abuse
Prevention Council, Inc.**
125 High Rock Ave. Suite 107
Saratoga Springs, NY 12866
Phone 518-581-1230
www.preventioncouncil.org

Position Title: School Based Prevention Specialist
Reports To: Director of School-Based Services

Date: July 2025
FLSA Status: Non- Exempt
Pay Range: \$27-\$28 hourly

Position Summary:

The School Based Prevention Specialist (Prevention Educator) will work within the school districts in Saratoga County and provide evidenced-based curricula and activities for the purpose of reducing underage alcohol, nicotine and other drug use, bullying and violence. An educator will promote positive youth development in their assigned school districts and communities and be a competent professional working with children, teenagers and school personnel. The Specialist will follow a 10-month school-based schedule.

Major Accountabilities:

The responsibilities of the Prevention Specialist shall include, but not limited to:

- Ability to schedule, deliver and update evidence-based model programs to students in elementary, middle and high school.
- Correspond with school personnel, promptly addressing their needs and concerns. After completion of the programs, certificates are awarded to each student.
- Promote the Prevention Council Programs with teachers and administrators and training teachers as needed.
- Able to set clear priorities, work independently and manage the demands of multiple school districts.
- Willingness to work a flexible schedule (including some evenings, weekends and early mornings) to accommodate early school schedules, health fairs and other tabling events, parent programs and youth events. Must be able to travel regularly, primarily throughout the agency's geographic area.

July 16, 2025

- Assist and support SADD clubs and activities as needed.
- Assist with monthly Victim Impact Panels during evening hours.
- The Prevention Specialists are responsible for assisting the Stop DWI grant lead by helping to design and implement the annual Safe Spring Youth Leadership Conference.
- Assist Supervisor in collecting key informant interviews and data from school personnel in order to plan future programs and strategies.
- Act as a content expert for prevention related messaging, and assist Marketing Manager with social media and marketing materials as needed.
- Utilize the online data collection program as required by OASAS.
- Attend drug and alcohol trainings, conferences, and agency sponsored community forums that enhance educational and programming skills.
- Remain current with information and research regarding alcohol, nicotine and other drugs.
- Ability to model behavior consistent with the mission of The Alcohol and Substance Abuse Prevention Council as per the agency's personnel manual.
- Participate in, and actively support, agency fundraising efforts.

Qualifications:

- **Bachelor's Degree in Education from an accredited college or university. CPS, CPP credential from OASAS, Master's degree with teaching experience preferred. A Bachelor's Degree with experience working with children and/or implementing evidence-based programs will be considered.**
- **Excellent oral and written communication skills.**
- **Current valid driver's license, proof of vehicle insurance, fingerprinting clearance and vehicle availability.**

Employee's Signature

Date

July 16, 2025

Manager's Signature

Date