

Prevention Services Supervisor

Supervisory Responsibilities: Prevention Program Educators

Essential Functions

Planning and Evaluation

- Builds understanding of the Center's mission and develops and advances the goals and strategies for Kids Have Rights service delivery.
- Provides program oversight and ensures adequate staffing for program presentations.
- Develops program and annually revises current materials for quality and consistency of message, including curriculum & videos, reinforcement worksheets, evaluation tools, teacher-school materials; ensures creation, completion, and distribution of yearly program evaluation.
- Develops curriculum and training resources as needed; maintains trademark and copyright of program and new curriculum.
- Establishes purchase agreements and training packages with outside organizations and ensures high-quality training program for all organizations purchasing curriculum.
- Supervises Kids Have Rights prevention program staff.

Documentation and Reporting

- With Operations Director, meets all requirements of funding contracts, including regular trainings, reporting, and evaluation.
- Maintains timely, accurate, complete, and confidential records of student demographics, parent/caregiver evaluations, teacher evaluations, and year-end outcome report and provides reports for President/CEO.

Direct Service

- Delivers the presentation in a professional and positive manner to students in a variety of classrooms, effectively interacting with students, school staff, and caregivers, addressing concerns.
- Supports students making a disclosure; reports disclosure according to DHHS guidelines for mandated reporters, follows all confidentiality principles, and maintains accurate and complete records of student disclosures.

Educational Requirements and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in Education or a related field.
- Minimum 3 years working as a KHR Educator, for Center or organization implementing program.
- Ability to build rapport with children of all ages, races, ethnicities, and socio-economic backgrounds; provide support for children making a disclosure; and file required reporting paperwork.
- Basic computer knowledge for purpose of documentation and reporting.

Preferred Experience:

- Program management and curriculum development preferred.
- Bi-lingual fluency in English and Spanish.